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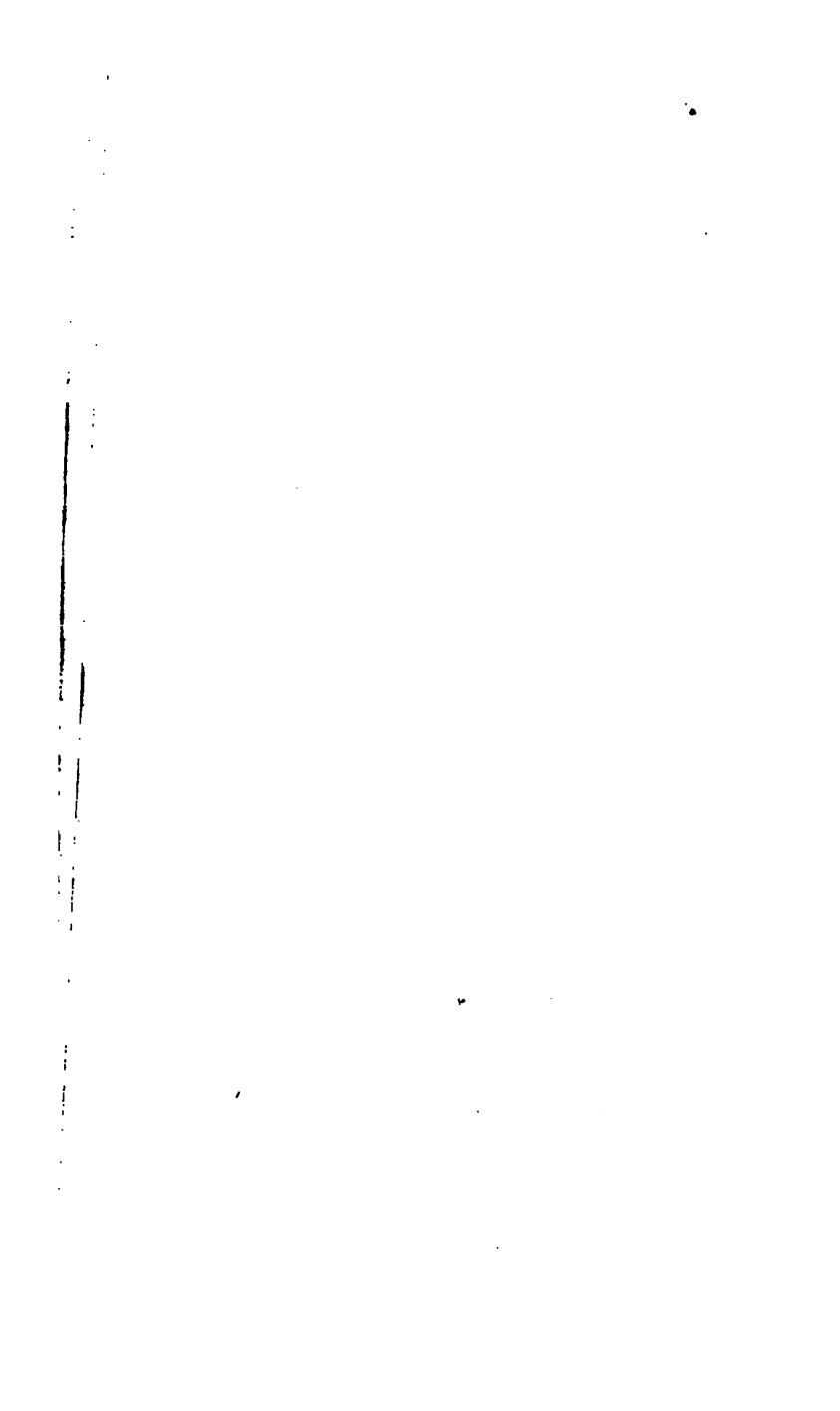
RUDIMENTARY
BOOK-KEEPING
AND
COMMERCIAL PHRASEOLOGY.

BY JAMES HADDON, M.A.

Price One Shilling.

JOHN. WEALE.





RUDIMENTARY
BOOK-KEEPING
AND
COMMERCIAL PHRASEOLOGY.

BY JAMES HADDON, M.A.,

ARITHMETICAL MASTER, AND SECOND MATHEMATICAL MASTER OF
KING'S COLLEGE SCHOOL, LONDON.

AUTHOR OF THE RUDIMENTARY ALGEBRA, RUDIMENTARY ARITHMETIC, AND
EXAMPLES AND SOLUTIONS IN THE DIFFERENTIAL CALCULUS;
FOR THE SAME SERIES.

LONDON:
JOHN WEALE, 59, HIGH HOLBORN.

1851.

181. c. 139.

PRINTED BY
COX (BROTHERS) AND WYMAN, GREAT QUERN STREET,
LINCOLN'S-INN FIELDS.



P R E F A C E.

It cannot be doubted that the singularly proud position which this country occupies among the nations of the world is, in an eminent degree, due to the commercial spirit of its inhabitants. The energetic and enterprising character of our countrymen has long led them to enter into commercial relations with the people of every state and with every habitable portion of the earth; and so universally does this commercial enterprise pervade the various classes of society in England, that there is now no member of the community who is unaffected by it. It is for this reason that the importance of a simple and accurate method of keeping accounts cannot be over-rated. Many an upright but unfortunate merchant or trader may attribute his insolvency to the want of a correct system of Book-keeping, and there are few men who have not, at some period of their lives, experienced its very great utility.

The author hopes that the two methods he has given will be found so simple that the learner, who attends with care to the advice and information he will meet with as he advances, will master the subject with very little difficulty. The first part of the work is devoted

to the method called Double Entry ; and although it is by no means necessary that Tradesmen and Retail Dealers should adopt that method, yet there can be no doubt that the study of it would not only enable them readily to comprehend the method by Single Entry, but would give them such a comprehensive view of the subject, that other good systems of Book-keeping would present to them no difficulty whatever.

Some of the examples of calculation by the Chain Rule might be solved by other methods, with equal, if not greater facility, but they are given with a view to show the extensive application of this rule in Mercantile Arithmetic. Some persons have, in their enthusiasm, ascribed to this rule a sort of magical power, asserting that by means of it any arithmetical problem whatever may be solved. This is an error, into which, it is hoped, the student will not be led. When he has made himself thoroughly conversant with its principle and application, he will have learnt to form a just estimate of its value, and to appreciate its very great utility, but he will wisely look upon it as but one of many means which he will require to enable him to perform his duty as an intelligent and useful member of the mercantile profession.

BOOK-KEEPING.

BOOK-KEEPING is a science which teaches to record the transactions of merchants and traders in a clear and systematic manner.

The books employed exhibit the state of the business in such a manner that, on inspection, it may be readily determined how much has been gained or lost upon any one article, or by any particular transaction, and also what is the general result in any given period of time.

Merchants and wholesale dealers generally keep their books by **Double Entry**.

Retail dealers generally employ a method styled **Single Entry**.

Any system of book-keeping may be modified so as to suit the peculiar nature of any particular business ; but all that is requisite for the learner is a correct knowledge of those general principles of the science which are universally recognized in the mercantile world.

DOUBLE ENTRY.

The books most essential in **Double Entry** are the **Waste-book**, **Journal**, **Ledger**, and **Cash-book**.

The Waste-book is a Book in which the merchant, his partner, or clerk, records, in a clear and concise manner, every transaction in the way of business which occurs during the day.

When the learner has obtained a set of blank books, properly ruled, let him copy from the Waste-book the inventory and the records of the first twelve days, carefully calculating the price of every article before setting down the amount.

Then let him learn the rule for making proper *Drs* and *Crs* at the commencement of the Journal, preparatory to transferring the entries of the Waste-book into the Journal.

The learner is strongly recommended to avoid copying the Journal entries from the Journal. His proper course is to read each entry in his own Waste-book, and then consider, by repeating and reflecting upon his rules, the words he would employ to transfer that entry into his Journal. Having determined this, he may look at the printed Journal, to see if he is right, before he journalizes that entry. Then let him mark the column of the Waste-book, headed "Folio in Journal," with the folio or page of the Journal to which the entry is transferred, and in the column of the Journal, headed "Folio in Waste-book," the folio of the Waste-book *from* which the entry is transferred. Let him proceed in a similar manner with each entry, until he has transferred all his Waste-book entries into his Journal.

For example, on folio 2 of the Waste-book, we find an entry of January 1st, as follows :

Sold James Perkins, Leeds.

80 pieces Cloth, at 26/ per piece £104 0 0

Here, James Perkins is the *receiver*. Therefore, by the rule, James Perkins is *Dr*.

Also, Cloth is *delivered*. Therefore, by the rule, Cloth is *Cr*.

Hence, in the Journal, we write

James Perkins Dr to Cloth.

For 80 pieces at 26/ per piece £104 0 0.

Again, on folio 2 of the Waste-book, January 3rd, we have

Bought of Thomas Hamer.

200 pieces Linen, and accepted his Bill, No. 1, } £310 0 0
for the amount, at 3 months }

Here, we have *received* Linen. Therefore, by the rule, Linen is *Dr*.

Also, we have *delivered* a Bill, payable at 3 months. Therefore Bills Payable are *Cr*.

Hence, in the Journal, we write

Linen Dr to Bills Payable.

For 200 pieces
Accepted Thomas Hamer's Bill, No. 1, at 3 } £310 0 0
months }

See Bills Payable Book, where the particulars of this Bill must be properly recorded.

Also, on folio 2 of the Waste-book, we find an entry of January 6th, as follows :

Sold for ready money.

1 chest Congou, 3 qrs. 9lb, at 4/ per lb .. £18 12 0

Here, we have *received* Cash. Therefore, by the rule, Cash is *Dr*.

Also, we have *delivered* Congou. Therefore, by the rule, Tea is *Cr*.

Hence, in the Journal, we write

Cash Dr to Tea.

For 1 chest Congou, 3 qrs. 9lb, at 4/ £18 12 0

When two or more different articles are received or parted with, it is usual to designate them "*Sundries*," a word used

in commerce to denote "Sundry Articles," or "Sundry Goods."

Thus, on folio 4 of Waste-book, on January 22, we have

Sold James Perkins.

4 bales Cotton, at £30 each	£120	0	0
20 pieces Linen, at 35/	35	0	0
				<hr/>		
				155	0	0

Received from him in payment,

Cash	55	0	0
Acceptance, at 3 months	100	0	0
				<hr/>		
				155	0	0

Taking the first part of this transaction, it is obvious that James Perkins is the *receiver*, since he receives Cotton and Linen. Therefore James Perkins is *Dr*.

And Sundries, namely, Cotton and Linen, are *delivered*. Therefore Sundries are *Cr*.

Hence, in the Journal, we write

James Perkins *Dr* to Sundries.

and then particularize those Sundries thus:

For Cotton, 4 bales, at £30 each	£120	0	0
Linen, 20 pieces, at 35/	35	0	0
				<hr/>		
				155	0	0

And, taking the second part of the same transaction, it is clear that Sundries, namely, Cash, and a Bill, receivable by us at 3 months, are *received*. Therefore Sundries are *Dr*.

And James Perkins is the *deliverer* of these Sundry Articles. Therefore James Perkins is *Cr*.

Hence, in the Journal, we write

Sundries *Dr*. to James Perkins.

and then particularize the Sundries as before, thus:

For Cash	£55	0	0	
Bills Receivable, his Acceptance, No. 6, at	}					100	0	0	
3 months					
						<hr/>	155	0	0

See Bills Receivable Book, fol. 1, where the particulars of this Bill must be recorded.

Having marked the Waste-book with the folio of the Journal, and the Journal with the folio of the Waste-book, these transactions are severally journalized.

If the learner steadily pursue this course, constantly referring to his memory for the rules, and settling within his own mind how each Waste-book entry is to be journalized, before he allows himself to look at the entry in the printed Journal, he will not only find the study of Book-keeping much less dry and irksome than it is generally supposed to be, but he will very soon experience the pleasing satisfaction which invariably attends the acquisition of useful knowledge; he will be rewarded for the few steps he has taken into the temple of science, by finding himself encouraged to advance.

When the learner has journalized the entries of the first twelve days, let him read the definition and remarks at the commencement of the Ledger, and then begin the operation of posting, that is, the transfer of the Journal entries, under their respective heads, into the Ledger.

Opening his own Journal at fol. 1, January 1st, he finds the entry

Sundries Dr to Stock.

Cash	£1720	0	0
Sugar, 20 hhds	480	0	0
&c.	&c.							&c.

This he commences to post, thus: he opens an account for Stock on the first pair of pages of his Ledger, writing

Dr	Stock.		Contra.	Cr
		1851.		
		Jan. 1. By Sundries	3134	3 6

He then turns to his Cash-book, and opens a Cash account, writing

Dr	Cash-book.		Contra.	Cr
		1851.		
	Jan. 1. To Stock	..	1720	0 0

He next opens a Sugar account in his Ledger, writing

D ^r	Sugar.		Contra.	C ^r
1851.				
Jan. 1.	To Stock, 20 hhds. . .	480 0 0		

He proceeds thus with the Tea account, Cloth, and Bills Receivable, until he comes to the entry

Stock D^r to Sundries.

He now turns back to his Stock account, already opened, and on the D^r side writes

1851.		
Jan. 1.	To Sundries	550 2 0

He next opens an account for Edmund Power, writing

D ^r	Edmund Power.		Contra.	C ^r
			1851.	
			Jan. 1.	By Stock . . 210 12 0

He proceeds thus until he has posted the Journal entries for the first twelve days.

As soon as an account is opened in the Ledger, care must be taken to mark in the columns headed "Folio Journ." and "Folio W. B." respectively, the number indicating the folios of the Journal and Waste-book on which the article in question is to be found; and also in the column of the Journal headed "Folio in Ledger" the number indicating to what page of the Ledger the article is transferred.

It is also necessary, on opening an account in the Ledger, to enter the name of it, and the page on which it is entered, in the Index to the Ledger.

On posting the transactions of any particular day, it is usual to rule the lines opposite the date in the Journal. This, and the numbers written in the column headed "Folio in Ledger," are means of indicating the fact that the transactions of that day have all been posted.

The entries in the Cash-book may be added up monthly, and the amounts carried to the Cash account in the Ledger.

Since each article is entered in the Ledger twice, namely, once on the Dr and once on the Cr side, it is obvious that if we take any one day, or any number of consecutive days, the sum of the monies entered on the Dr sides ought to equal the sum of the monies entered on the Cr sides. This fact furnishes a test of the accuracy with which the books are kept.

Let the learner take a sheet of paper ruled like the Trial Balance sheets, at the end of the printed Ledger, and let him enter, upon the left-hand side of it, all the sums of money he has written on the Dr side of his Ledger, and, on the right-hand side, all the sums he has written on the Cr side of his Ledger, writing the names of the articles in the middle; then adding up both sides, let him satisfy himself that the amounts are identical. This operation of making a trial balance may be repeated at the end of the next ten or twelve days, and again at the end of the month.

When the learner has entered the transactions of the first twelve days in their proper places in his Ledger, Cash-book, Bill-books, and Invoice book, he may return to the printed Waste-book, and copy the records of the transactions of the next ten or twelve days, and transferring them to the Journal and other books in the same manner as before, proceed thus until he has completed his set of books.

TO FORM THE GENERAL BALANCE.

Open an account for Balance, which, together with the Stock, and Profit and Loss accounts, must be kept open until all the other accounts have been balanced.

Taking the Cash account, we see that the amount on the Dr side is £4749. 6s. 4d., while that on the Cr side is £3861. 11s. 10d., the difference £887. 14s. 6d. is therefore the balance in hand, which being set down on the Cr side, the account balances. The balance in hand is carried to the

D^r side of Balance. Taking the Sugar account, it appears that 25 hhds. were bought, and 23 hhds. sold, the remaining 2 hhds., being set down at prime cost, form the Balance on hand. The amount on the D^r side is £623. 10s., while that on the C^r side is £627. 18s.; the difference, £4. 8s., is therefore gain, which is set down on the D^r side, and carried to the Profit and Loss account. The Sugar account is now balanced. Proceeding in a similar manner with the Tea and Cloth accounts, we come to the Bills Receivable account, by which it appears that several Bills are not yet due. These are credited "By balance remaining," and entered on the D^r side of Balance.

Edmund Power's account balances.

Ashton & Co.'s account shows that I still owe them £140, which is carried to the C^r side of Balance.

The Bills Payable account shows that several Bills have yet some time to run; they are therefore set down "To Balance remaining," and carried to the C^r side of Balance.

James Perkins's account shows that he owes me £106. 2s. 8d., which is therefore carried to the D^r side of Balance.

We proceed in a similar manner with the other accounts.

TO CLOSE THE LEDGER.

The amount of the D^r side of the Profit and Loss account is £271. 17s. 7d., while that of the C^r side is £395. 16s. 8d.; which shows that the difference, £123. 19s. 1d., has been gained since Dec. 31, 1850. It is therefore set down on the D^r side "To Stock gained," and carried to the C^r side of the Stock account.

The amount of the D^r side of the Stock account is £1821. 18s., while that of the C^r side is £3258. 2s. 7d.;

the difference, £1436. 4s. 7d., is my net property employed in trade, which is set down on the Dr side, and carried to the Cr side of Balance.

The Balance account shows that the Dr and Cr sides are equal. Therefore all the accounts are correct, the books balanced, and the Ledger closed.

On inspecting the Balance account, it is obvious that the Dr side furnishes the means of forming a new inventory, and the Cr side a list of debts which I owe.

The learner may form for himself a very good exercise by balancing his accounts and closing his Ledger at the end of each month, and using the materials of each Balance account to form a new inventory.

It is impossible to attach too much importance to the making of Trial Balances, as directed on page 7, to the forming of the General Balance, and to the operation of closing the Ledger; for unless the student makes himself expert at these operations, he will never be competent to undertake the charge of keeping a set of Books. If therefore he desires to become an efficient accountant, he is earnestly recommended to give his most serious attention to this part of the subject.

In Book-keeping it is necessary to be extremely careful to avoid errors; for, should any occur, it will be found that the Ledger will not balance; and, consequently, the whole set of Books must be carefully examined; the Journal must be compared with the Waste-book, and the Ledger with the Journal, in order that the mistake may be detected.

We now proceed to the Waste-book, the definition of which will be found on the second page.

WASTE-BOOK (Folio 1).^d

Folio in Journal	London, January 1, 1851.		£.	s.	d.
	An Inventory of my Property, and a List of my Debts.				
1	Cash in hand, as per former Cash-book	1720	0	0
	20 hhds. Sugar, each 10 cwt., at 48/ per cwt.	480	0	0
	6 chests Congou, 4 cwt. 3 qrs. 5 lb, at 3/6 per lb	93	19	6
	250 pieces Cloth, at 24/ each	300	0	0
	Bills Receivable, as per Bill-book—				
	No. 45, on Robert Simson, due Jan. 20	150	10	0
	46 Johnson & Co. Feb. 24	200	0	0
	47 Henry Wright Mar. 10	189	14	0
			3134	3	6
	I owe as follows :				
1	Edmund Power, Manchester	210	12	0
	Ashton & Co., London	140	0	0
	Bills Payable, as per Bill-book—				
	No. 32, drawn by Edward Jones, due Jan. 18	115	10	0
	33 .. Walters & Co. Feb. 11	84	0	0
			550	2	0

Fol. in Journ.	WASTE-BOOK (Folio 2).		£.	s.	d.
	London, January 1, 1851.				
1	Sold James Perkins, Leeds. 80 pieces Cloth, at 28/ per piece		104	0	0
	2. —————				
1	Sold Williams & Co., Coventry. 2 chests Congou, 1 cwt. 2 qrs. 10lb, at 3/10 ..		34	2	4
1	Bought of Allanson, Brothers, London. 8 chests Fine Hyson, each 3 qrs. 12lb, at 5/ ..		192	0	0
	3. —————				
1	Bought of Thomas Hamer. 200 pieces Linen, and accepted his Bill, No. 1, } for the amount, at 3 months }		310	0	0
2	Bought for Ready Money. 10 bales Cotton See Cash-book, fol. 1.		296	0	0
	4. —————				
2	Drawn a Bill at 3 months, on Williams & Co. for } the amount of the Congou sold on the 2nd inst., } which they have accepted }		34	2	4
	6. —————				
2	Bought of Easton & Co., Jamaica. 4 puncheons Rum. See Invoice-book, fol. 1, } and accepted Bill, No. 2, drawn by them, at } 3 months from this date, for the amount }		75	4	8
2	Sold for Ready Money. 1 chest Congou, 3 qrs. 9lb, at 4/ per lb		18	12	0
	See C. B. fol. 1.				
	7. —————				
2	Sold Alston & Sons, Liverpool. 5 hhds. Sugar, each 10 cwt., at 52/ per cwt. ..		130	0	0
2	Alston & Sons have accepted my Bill, at 3 months, } for the amount of the Sugar sold to them as } above }		130	0	0

Fol. in Journ.	WASTE-BOOK (Folio 3). London, January 8, 1851.	£. s. d.
2	Paid Edmund Power, on account C. B. fol. 1.	150 0 0
2	Sold for Ready Money. 3 chests Fine Hyson, each 3 qrs. 11½lb, at 5/4 .. C. B. fol. 1.	76 8 0
2	Sold James Perkins. 90 pieces Linen, at 35/ per piece 9.	157 10 0
2	James Perkins has accepted my Bill, at 3 months, } for } 10.	266 14 0
3	Sold Dawson & Co., Norwich. 3 chests Congou, 2 cwt. 1 qr. 8lb, at 4/1 1 ,, Fine Hyson, 3 qrs. 12lb, at 5/	53 1 8 24 0 0
3	Received from them in payment, Cash, C. B. fol. 1. 27 1 8 Their Acceptance at 3 months .. 50 0 0	77 1 8
3	Bought for Ready Money. A Horse and Harness C. B. fol. 1. 11.	50 0 0
3	Accepted Bill, No. 3, drawn by Allanson, Bro- } thers, at 3 months from Jan. 2. }	192 0 0
3	Sold Davis, Pearce, & Co., Nottingham. 50 pieces Linen, at 34/ 14.	85 0 0
3	Bought of Thomas Adams, London. 10 pieces Chintz	32 12 0

Fol. in Journ.	WASTE-BOOK (Folio 4).	£.	s.	d.
	London, January 15, 1851.			
3	Bought of Edwin Parks, Hull. 6 pipes Madeira	146	8	0
3	Sold Robins & Co., Coventry. 2 chests Fine Hyson, each 3 qrs. 12lb, at 5/6 ..	52	16	0
	16.			
3	Bought of Edwin Parks. 10 pipes Port	580	10	0
	17.			
3	Davis, Pearce, & Co. have accepted my Bill, at } 3 months, for }	85	0	0
	18.			
4	Paid Edward Jones's Bill. See C. B. fol. 1. ..	115	10	0
	20.			
4	Robert Simson has taken up his Bill. See } C. B. fol. 1. }	150	10	0
4	Given to Edwin Parks. My Acceptance, No. 4, at 3 months, for ..	726	18	0
	21.			
4	Sold for Ready Money. 80 pieces Cloth, at 25/ each C. B. fol. 1.	100	0	0
	22.			
	Sold James Perkins. 4 bales Cotton, at £30 each	120	0	0
4	20 pieces Linen, at 35/	35	0	0
		155	0	0
	Received from him in payment, Cash, C. B. fol. 1. 55 0 0 Acceptance, at 3 months 100 0 0			
		155	0	0

Fol. in Journ.	WASTE-BOOK (Folio 5).	£.	s.	d.
	London, January 23, 1851.			
	Sold Edmund Power.			
4	1 puncheon Rum	25	0	0
	2 pipes Madeira	50	0	0
	3 „ Port	170	0	0
		245	0	0
	24.			
4	Bought of John Leman, Liverpool.			
	6 caaks Russia Tallow, each 8 cwt., at 50/ ..	120	0	0
	25.			
5	Sold Joseph Duncan, London.			
	4 pieces Chintz, at 72/6 each	14	10	0
	20 „ Linen, at 34/6 „	34	10	0
		49	0	0
	27.			
5	Edmund Power has accepted a Bill in my favour, } at 3 months	184	8	0
	28.			
5	Bartered as follows :—			
	Given 10 hhds. Sugar, each 10 cwt., at 50/			
	For 2 bags Cochineal, 250lb, at 15/ } per lb	187	10	0
	And Cash, C. B. fol. 1.	62	10	0
		250	0	0
	29.			
5	Accepted a Bill, No. 5, in favour of John Leman, } at 3 months	120	0	0
	30.			
5	Joseph Duncan has remitted a Draft on Barclay & } Co. for	49	0	0
	C. B. fol. 1.			
	31.			
5	Paid Sundry Charges for Counting-house expenses } during this month	5	12	6
	C. B. fol. 1.			

Fol. in Journ.	WASTE-BOOK (Folio 6).	£. s. d.
	London, February 1, 1851.	
	Shipped on board the Europa, Wilson, master, to Duprie & Co., Quebec.	
5	5 hhds. Sugar. I. B. fol. 2.	127 10 0
	3.	
5	Sold Evans & Hawkins, Glasgow. 3 casks Russia Tallow, each 8 cwt., at 56/ ..	67 4 0
	4.	
6	Sold for Ready Money. 2 chests Fine Hyson, each 3 qrs. 12lb, at 5/10 .. 3 pieces Chintz, at 78/ each C. B. fol. 1. £. 5.	56 0 0 11 14 0 67 14 0
6	Sold Richard Eames, Derby. 1 pipe Madeira 1 puncheon Rum 1 pipe Port 6.	27 0 0 24 0 0 59 0 0 110 0 0
6	Bought £1200 Stock in the 3 per cent. Reduced, } at 97½, Commission ½. } C. B. fol. 1. 7.	1167 0 0
6	Evans & Hawkins have paid me for the Russia Tallow sold to them on the 3rd inst. 66 7 2 Allowed for Discount 16 10 C. B. fol. 1. 8.	67 4 0
6	Sold Thomas Adams, London. 20 pieces Linen, at 38/8 3 bales Cotton, at £29 10/	33 13 4 88 10 0 122 3 4

Fol. in Journ.	WASTE-BOOK (Folio 7).		£. s. d.		
	London, February 10, 1851.				
	Richard Eames has remitted				
6	A Bill drawn by him and accepted by Franks & Son, at 2 months from Feb. 5, for		60 0 0		
	A Bill drawn by him and accepted by Matthew Taylor, at 2 months from this date, for		50 0 0		
			110 0 0		
	11.				
7	Shipped on board the Atalanta, Soames, for Naples, for Collini & Co.				
	3 bales Cotton. I. B. fol. 1.		93 0 0		
	12.				
7	Paid Walters & Co.		84 0 0		
	Bill No. 33. C. B. fol. 1... .. .				
7	Received from Thomas Adams, His Acceptance, at 3 months, for		89 11 4		
	13.				
7	Paid for Counting-house Furniture		54 16 0		
	C. B. fol. 1.				
7	Sold for Ready Money.				
	4 pipes Port. C. B. fol. 1.		240 0 0		
	14.				
7	Bought of Samuel Phillips, Gloucester.				
	8 pieces Broad Cloth, each 30 yards, at 22/6 per yard		270 0 0		
	4 pieces Cloth, each 35 yards, at 18/4 per yard		128 6 8		
			398 6 8		
	15.				
7	Given to Samuel Phillips,				
	My Acceptance, at 3 months, for		250 0 0		
	Cash. C. B. fol. 1.		148 6 8		
			398 6 8		

Fol. in Journ.	WASTE-BOOK (Folio 8).					£.	s.	d.
	London, February 17, 1851.							
	Sold William Chapman, Halifax.							
7	2 puncheons Rum	50	0	0
	2 pipes Port	118	0	0
	I. B. fol. 1.					168	0	0
	18.							
	Bought for Ready Money.							
	5 bhds. Sugar, each 10 cwt. 2 qrs., at 54/8	..				143	10	0
8	3 chests Bohea, each 3 qrs. 10lb, at 5/	..				70	10	0
	50 pieces Muslin, each 28 yards, at 1/6	..				105	0	0
	50 „ Cambrics, each 24 yards, at 1/4	..				80	0	0
	C. B. fol. 1.					399	0	0
	19.							
	Sold Joseph Duncan.							
8	4 pieces Broad Cloth, each 30 yards, at 25/	..				150	0	0
	2 „ Chintz, at 72/ each	..				7	4	0
						157	4	0
	20.							
8	William Chapman has given me his Acceptance, at } 3 months from Feb. 17, for }					168	0	0
	21.							
	Sold Willis & Stephens, Aberdeen.							
8	2 casks Russia Tallow, each 8 cwt., at 57/	..				45	12	0
	22.							
	Received from Joseph Duncan,							
8	A Draft on Smith & Co. for		100	0	0
	C. B. fol. 1.							
	24.							
	Received Cash for							
8	Johnson & Co.'s Bill, No. 46		200	0	0
	C. B. fol. 1.							

Fol. in Journ.	WASTE-BOOK (Folio 9).	£. s. d.
	London, February 24, 1851.	
	Sold for Ready Money.	
8	2 pieces Broad Cloth, each 30 yards, at 24/6 per yard 73 10 0	
	Discount allowed 18 4	
	C. B. fol. 1.	72 11 8
	—25.—	
	Sold Thomas Adams.	
9	10 pieces Muslin, each 28 yards, at 1/9 24 10 0	
	2 „ Cloth, each 35 yards, at 20/ 70 0 0	
	—26.—	94 10 0
	Bought of Willis & Stephens.	
9	100 doz. Composition Candles, at 8/ per doz. .. 40 0 0	
	And Received from them a Draft, on Homfrays & Co., for } 5 12 0	
	C. B. fol. 1.	
	—27.—	45 12 0
9	Received from Duprie & Co. a Bill drawn by them on Jamieson & Co., due May 2, for .. } 127 10 0	
	—28.—	
9	Sold Evans & Hawkins.	
	1 cask Russia Tallow, 8 cwt., at 56/6 22 12 0	
9	Paid Sundry Charges for Counting-house expenses this month, not before entered } 4 11 9	
	C. B. fol. 1.	
	—	
	London, March 1, 1851.	
9	Received from Robins & Co.	
	On account of Fine Hyson 30 0 0	
	C. B. fol. 1.	
	—3.—	
9	Collini & Co. have remitted their Acceptance, at 3 months from Feb. 13, for } 93 0 0	

Fol. in Journ.	WASTE-BOOK (Folio 10). London, March 4, 1851.	£. s. d.
9	Sold Thomas Adams. 20 pieces Cambrics, each 24 yards, at 1/8 5.	40 0 0
10	Received from Thomas Adams, in part payment of his account 132 16 5 Discount allowed .. 1 13 7 C. B. fol. 1.	134 10 0
10	Sold William Chapman. 1 pipe Madeira	28 10 0
10	Received from Evans & Hawkins, on account of } Russia Tallow } C. B. fol. 1.	22 12 0
10	Sold Davis, Pearce, & Co. 2 pieces Broad Cloth, each 30 yards, at 24/ 20 pieces Muslin, each 28 yards, at 1/10 10.	72 0 0 51 6 8 123 6 8
10	Sold for Ready Money. 1 bag Cochineal, 120lb, at 17/6 C. B. fol. 1.	105 0 0
10	Henry Wright being declared insolvent, and his } Creditors accepting 2s. 6d. in the pound, I have } received, in discharge of his Bill, No. 47, due } this day, for £189. 14s. } C. B. fol. 1.	23 14 3
10	Received from Davis, Pearce, & Co. Their Acceptance, at 3 months, for	123 6 8

Fol. in Journ.	WASTE-BOOK (Folio 11).	£. s. d.
	London, March 13, 1851.	
	Insured with the London Assurance Company, on account of Frederick Bond, £720, on 30 bales Cotton, per the Trident, Dampier, from New York to London.	
11	Premium, at 5 guineas per cent., to return 1 per cent. for Convoy and Arrival .. 37 16 0 Policy 1 10 6 Commission $\frac{1}{2}$ per cent. 3 12 0	
		42 18 6
	—14.—	
M	Received by the Rover from Oporto. 12 pipes of Port, consigned to me by Mattinson & Co., to sell on their account. I. B. fol. 3.	
	—15.—	
11	Bought for Ready Money. 5 hhds. Tobacco, each 10-cwt. 2 qrs. 10lb, at } £4 5/ per cwt. } C. B. fol. 1.	225 0 5
	—17.—	
11	Bought in Company with Robert Tyson, The Ship Albion, for which each has paid one- } half share, £1000 } C. B. fol. 1.	2000 0 0
	—18.—	
N.C.	Shipped on board the Eagle, consigned to Carlini & Co., Genoa, to sell for my account, No. 1, 2. 2 chests Bohea, each 3 qrs. 10lb, } at 5/ } 47 0 0	
11	No. 3. 1 pipe Madeira 24 8 0 No. 4. 1 bag Cochineal, 130lb, at 15/ 97 10 0 Paid Custom and Charges .. 20 0 0 C. B. fol. 1. I. B. fol. 4.	188 18 0
	—19.—	
11	Sold for Ready Money.	
M	2 pipes Port, (Mattinson & Co's), at £95 10/ .. C. B. fol. 1.	191 0 0

Fol. in Journ.	WASTE-BOOK (Folio 12).	£. s. d.
	London, March 20, 1851.	
	Sold Thomas Adams.	
11	10 pieces Muslin, each 28 yards, at 2/	28 0 0
	20 ,, Cambrics, each 24 yards, at 1/6	36 0 0
		64 0 0
	21.	
	Received from Duncan & Co., who have freighted the Albion for a voyage to Hamburg, at £112 per month	
12	One Month's Freight C. B. fol. 1.	112 0 0
	Paid London Assurance Company.	
12	Insurance of the Albion for £2000 to and from } Hamburg, Premium 2½ per cent. .. }	50 0 0
	22.	
	Received from Thomas Adams.	
12	Cash 62 15 0	
	Allowed for Muslin damaged .. 1 5 0	64 0 0
	C. B. fol. 1.	
	Sold Alston & Sons.	
12	1 chest Bohea, 3 qrs. 10lb, at 5/3	24 13 6
	2 hhds. Sugar, each 10 cwt. 2 qrs., at 60/	63 0 0
	60 doz. Compos. Candles, at 8/6	25 10 0
		113 3 6
	24.	
	Alston & Sons have remitted	
12	A Bill drawn by them, at 2 months, on Gamble } & Co., for }	48 0 0
	Their own Acceptance, at 2 months, for ..	65 3 6
		113 3 6
	25.	
12	Sold for Ready Money.	
M & Co.	8 pipes Port (Mattinson & Co's), at £95 10/	764 0 0
	C. B. fol. 1.	

Fol. in Journ.	WASTE-BOOK (Folio 13).	£. s. d.
	London, March 25, 1851.	
N.C.	Received from Carlini & Co.	
12	Advice of the sale of my Goods, amounting, as } per Account Sales, to }	280 14 10
	—26.—	
12	Sold Robins & Co. 2 hhds. Tobacco, each 10 cwt. 2 qr. 10 lb, at } £4 10/ per cwt. }	95 6 0
	—27.—	
13	Sold for Ready Money.	
M	2 pipes Port (Mattinson & Co's), at £100 ..	200 0 0
	Received from Carlini & Co.	
13	The following Bills—	
C	No. 17, on Marston & Co., due 26 May, 180 14 10 ,, 18 ,, James Roach ,, 28 May, 100 0 0	280 14 10
	—28.—	
M	Paid on account of Mattinson & Co's Goods.	
13	Warehouse Rent, Brokerage, &c 1 18 6 My Commission, 2½ per cent. on £1155 .. 28 17 6	
	C. B. fol. 1. I. B. fol. 3.	30 16 0
	—29.—	
13	Received from Robins & Co.	
	Cash 94 2 2 Discount allowed 1 3 10	95 6 0
	C. B. fol. 1.	
	—30.—	
13	Sold James Perkins.	
	2 pieces Cloth, each 35 yards, at 20/ 70 0 0 10 ,, Cambrics, each 24 yards, at 1/6 18 0 0 10 ,, Muslin, each 28 yards, at 1/8 23 6 8	
		111 6 8

Fol. in Journ.	WASTE-BOOK (Folio 14).		£. s. d.		
	London, March 30, 1851.				
	Sent Mattinson & Co. An Account Sales of their Port Wine, consigned to me for sale. I. B. fol. 3.				
	31. ———				
	Paid Counting-house Rent, due Lady-day	15	0	0
	„ Warehouse Rent	10	0	0
13	„ Sundry small Counting-house expenses	4	16	0
	„ Clerk's Salary	60	0	0
			89	16	0

QUESTIONS

TO BE ANSWERED BY THE LEARNER.

What is Book-keeping ?

What class of persons keep their Books by Double Entry ?

What class of persons keep their Books by Single Entry ?

What Books are most essential in Double Entry ?

What is the Waste-book ?

What is understood by the word Sundries ?

In what manner may the accuracy of the Books be tested ?

What is the Journal ?

Repeat the Rules for making proper D^{rs} and Cr^s.

In what manner are the transactions, recorded in the Waste-book, to be transferred to the Journal ?

Note.—The student must refer to different parts of this work for such information as he may require. The definitions of the different Books will, in general, be found at the commencement of each.

JOURNAL.

THE Journal is a Book in which all the transactions of a mercantile house are carefully and correctly recorded, in such a manner as to show who or what is Debtor and Creditor for every article which forms the subject of each transaction.

The entries in the Journal are all taken from the Waste-book, the prices of goods and all the calculations being carefully revised and tested before the amounts are set down in the Journal.

RULES

FOR MAKING PROPER D^{RS} AND C^{RS}.

Any thing *received*, the *receiver*, or the account on which any thing is *received*, is D^r.

Any thing *delivered*, the *deliverer*, or the account on which any thing is *delivered*, is C^r.

For every D^r there must be a C^r.

The first two rules may be abbreviated thus: In, D^r; Out, C^r.

FOR THE INVENTORY OF PROPERTY.

SUNDRIES D^r to Stock.*

Cash, for the money in hand.

Goods, for their cost price.

Bills Receivable, for the Bills in hand.

Personal Accounts,† for sums due to me.

FOR THE LIST OF DEBTS.

Stock D^r to Sundries.

To *Personal Accounts*, for sums I owe.

Bills Payable, for my Acceptances not yet due

* Stock is a term used instead of the name of the Firm.

† For a definition of Personal and other Accounts, see page 38.

Folio in Ledger.	JOURNAL (Folio 1).	£.	s.	d.	Folio in W. Bk.
	London, January 1, 1851.				
1	Sundries Dr to Stock.				
	For the amount of my Property.				
C.B.	Cash	1720	0	0	
3	Sugar, 20 hhds.	480	0	0	
4	Tea, 6 chests Congou	93	19	6	
1	Cloth, 250 pieces	300	0	0	1
	Bills Receivable.				
2	No. 45, on Robert Simson	150	10	0	
2	„ 46 „ Johnson & Co.	200	0	0	
2	„ 47 „ Henry Wright	189	14	0	
	1.	3134	3	6	
1	Stock Dr to Sundries.				
	For the amount of my Debts.				
3	Edmund Power	210	12	0	
2	Ashton & Co.	140	0	0	1
	Bills Payable.				
3	No. 32, Edward Jones	115	10	0	
3	„ 33, Walters & Co.	84	0	0	
	1.	550	2	0	
4	James Perkins Dr to Cloth.				
1	For 80 pieces, at 26/ per piece	104	0	0	2
	2.				
5	Williams & Co. Dr to Tea.				
4	For 2 chests Congou, 1 cwt. 2 qrs. 10 lb, at 3/10	34	2	4	2
	2.				
4	Tea Dr to Allanson, Brothers.				
5	For 8 chests Fine Hyson, each 3 qrs. 12 lb, at 5/	192	0	0	2
	3.				
4	Linen Dr to Bills Payable.				
	For 200 pieces				
3	Accepted Thomas Hamer's Bill, No. 1, at } 3 months	310	0	0	2

Folio in Ledger.	JOURNAL (Folio 2).	£.	s.	d.	Folio in W. Bk.
	London, January 3, 1851.				
5	Cotton Dr to Cash.				2
C.B.	For 10 bales	296	0	0	
	4.				
2	Bills Receivable Dr to Williams & Co.				
5	For Williams & Co.'s Bill, No. 1, at } 3 months, for the Congou sold them on } the 2nd instant	34	2	4	2
	6.				
6	Rum Dr to Bills Payable.				
3	For 4 puncheons } Accepted Easton & Co's Bill, No. 2, at } 3 months	75	4	8	2
	6.				
C.B.	Cash Dr to Tea.				2
4	For 1 chest Congou, 3 qrs. 9lb, at 4/ ..	18	12	0	
	7.				
6	Alston & Sons Dr to Sugar.				2
3	For 5 hhds., each 10 cwt., at 52/	130	0	0	
	7.				
2	Bills Receivable Dr to Alston & Sons.				
6	For their Acceptance, No. 2, at 3 months, } for the Sugar, as above	130	0	0	2
	8.				
3	Edmund Power Dr to Cash.				3
C.B.	For the money paid him on account ..	150	0	0	
	8.				
C.B.	Cash Dr to Tea.				3
4	For 3 chests Fine Hyson, each 3 qrs. 11½lb, at 5/4	76	8	0	
	8.				
4	James Perkins Dr to Linen.				3
4	For 90 pieces, at 35/	157	10	0	
	9.				
2	Bills Receivable Dr. to James Perkins.				3
4	For his Acceptance, No. 3, at 3 months ..	266	14	0	

Folio in Ledger.	JOURNAL (Folio 3).		£.	s.	d.	Folio in W. Bk.
	London, January 10, 1851.					
6	Dawson & Co. D ^r to Tea.					
4	For 3 chests Congou, 2 cwt. 1 qr. 8lb, at 4/1		53	1	8	
4	,, 1 chest Fine Hyson, 3 qrs. 12lb, at 5/		24	0	0	3
	10.		77	1	8	
6	Sundries D ^r to Dawson & Co.					
C.B.	For Cash		27	1	8	3
2	,, Bills Receivable, their acceptance, } No. 4, at 3 months }		50	0	0	
	10.		77	1	8	
1	Stock D ^r to Cash.					
C.B.	For Horse and Harness		50	0	0	3
	11.					
5	Allanson, Brothers, D ^r to Bills Payable.					
3	For my Acceptance, No. 3, due April 5 ..		192	0	0	3
	13.					
7	Davis, Pearce, & Co. D ^r to Linen.					
4	For 50 pieces, at 34/		85	0	0	3
	14.					
6	Chintz D ^r to Thomas Adams.					
7	For 10 pieces		32	12	0	3
	15.					
5	Wine D ^r to Edwin Parks.					
7	For 6 pipes Madeira		146	8	0	4
	15.					
7	Robins & Co. D ^r to Tea.					
4	For 2 chests Fine Hyson, each 3 qrs. 12lb, at 5/6		52	16	0	4
	16.					
5	Wine D ^r to Edwin Parks.					
7	For 10 pipes Port		580	10	0	4
	17.					
2	Bills Receivable D ^r to Davis, Pearce, & Co.					
7	For their Acceptance, No. 5, at 3 months ..		85	0	0	4

Folio in Ledger.	JOURNAL (Folio 4). London, January 18, 1851.	£. s. d.	Folio in W. Bk.
3	Bills Payable Dr to Cash.		
C.B.	For Edward Jones's Bill, No. 32, paid ...	115 10 0	4
	20.		
C.B.	Cash Dr to Bills Receivable.		
2	For Robert Simson's Bill, No. 45, received	150 10 0	4
	20.		
7	Edwin Parks Dr to Bills Payable.		
3	For my Acceptance, No. 4, at 3 months ..	726 18 0	4
	21.		
C.B.	Cash Dr to Cloth.		
1	For 80 pieces, at 25/ each	100 0 0	4
	22.		
4	James Perkins Dr to Sundries.		
5	For Cotton, 4 bales, at £30 each	120 0 0	
4	„ Linen, 20 pieces, at 35/ each	35 0 0	4
		155 0 0	
	22.		
4	Sundries Dr to James Perkins.		
C.B.	For Cash	55 0 0	
2	„ Bills Receivable, his Acceptance, No. 6, } at 3 months	100 0 0	4
		155 0 0	
	23.		
3	Edmund Power Dr to Sundries.		
6	For Rum, 1 puncheon	25 0 0	
5	„ Wine, 2 pipes Madeira	50 0 0	5
	3 pipes Port	170 0 0	
		245 0 0	
	24.		
8	Russia Tallow Dr to John Leman.		
8	For 6 casks, each 8 cwt., at 50/	120 0 0	5

Folio in Ledger.	JOURNAL (Folio 5).	£. s. d.	Folio in W. Bk.
	London, January 25, 1851.		
8	Joseph Duncan Dr to Sundries.		
6	For Chintz, 4 pieces, at 72/6 each	14 10 0	5
4	„ Linen, 20 pieces, at 84/6 each	34 10 0	
		49 0 0	
	—27.—		
2	Bills Receivable Dr to Edmund Power.		
3	For his Acceptance, No. 7, at 3 months ..	184 8 0	5
	—28.—		
3	Sundries Dr to Sugar.		
8	For Cochineal, 2 bags, 250lb, at 15/ per lb. .	187 10 0	5
C.B.	„ Cash	62 10 0	
	In barter for 10 hhds., each 10 cwt., at 50/ ..	250 0 0	
	—29.—		
8	John Leman Dr to Bills Payable.		
3	For my Acceptance, No. 5, at 3 months ..	120 0 0	5
	—30.—		
C.B.	Cash Dr to Joseph Duncan.		
8	For his Draft on Barclay & Co.	49 0 0	5
	—31.—		
9	Profit and Loss Dr to Cash.		
C.B.	For Sundry Counting-house expenses ..	5 12 6	5
	London, February 1, 1851.		
10	Duprie & Co. Dr to Sugar.		
3	For 5 hhds. shipped to their order	127 10 0	6
	—3.—		
10	Evans & Hawkins Dr to Russia Tallow.		
8	For 3 casks, each 8 cwt., at 56/	67 4 0	6

Folio in Ledger.	JOURNAL (Folio 6).	£. s. d.	Folio in W. Bk.
	London, February 4, 1851.		
C.B.	Cash Dr. to Sundries.		
4	For Tea, 2 chests Fine Hyson, each 3 qrs. 12lb, } at 5/10 }	56 0 0	6
6	„ Chintz, 3 pieces, at 78/ each	11 14 0	
		67 14 0	
	5.		
10	Richard Eames Dr to Sundries.		
5	For Wine, 1 pipe Madeira	27 0 0	
	1 pipe Port	59 0 0	6
6	„ Rum, 1 puncheon	24 0 0	
		110 0 0	
	6.		
1	Stock Dr to Cash.		
C.B.	For £1200, 3 per cent. Reduced	1167 0 0	6
	7.		
10	Sundries Dr. to Evans & Hawkins.		
C.B.	For Cash 66 7 2		6
9	„ Profit and Loss, for Discount } allowed }	16 10	
		67 4 0	
	8.		
7	Thomas Adams Dr to Sundries.		
4	For Linen, 20 pieces, at 33/8	33 13 4	6
5	„ Cotton, 3 bales, at £29 10/	88 10 0	
		122 3 4	
	10.		
2	Bills Receivable Dr to Richard Eames.		
10	For a Bill, No. 8, drawn by him on Frank } & Son, due 8th April }	60 0 0	7
	„ a Bill, No. 9, drawn by him on Mat- } thew Taylor, due 13th April.. }	50 0 0	
		110 0 0	

Folio in Ledger.	JOURNAL (Folio 7). London, February 11, 1851.	£. s. d.	Folio in W. Bk.
10	Collini & Co. D ^r to Cotton.		
5	For 3 bales, shipped to their order	93 0 0	7
	—12.—		
3	Bills Payable D ^r to Cash.		
C.B.	For Walters & Co.'s Bill, No. 33, on me, paid	84 0 0	7
	—12.—		
2	Bills Receivable D ^r to Thomas Adams.		
7	For his Acceptance, No. 10, at 3 months ..	89 11 4	7
	—13.—		
1	Stock D ^r to Cash.		
C.B.	For Counting-house Furniture	54 16 0	7
	—13.—		
C.B.	Cash D ^r to Wine.		
5	For 4 pipes Port	240 0 0	7
	—14.—		
1	Cloth D ^r to Samuel Phillips.		
11	For 8 pieces Broad, each 30 yards, at 22/6..	270 0 0	
	„ 4 pieces, each 35 yards, at 18/4 ..	128 6 8	7
		398 6 8	
	—15.—		
11	Samuel Phillips D ^r to Sundries.		
3	Bills Payable, for my Acceptance, No. 6, at } 3 months	250 0 0	
C.B.	Cash	148 6 8	7
		398 6 8	
	—17.—		
10	William Chapman D ^r to Sundries.		
6	For Rum, 2 puncheons	50 0 0	
5	„ Wine, 2 pipes Port	118 0 0	8
		168 0 0	

Folio in Ledger.	JOURNAL (Folio 8).	£. s. d.	Folio in W. Bk.
	London, February 18, 1851.		
C.B.	Sundries D ^r to Cash.		
3	For Sugar, 5 hds., each 10 cwt. 2 qrs., at } 54/8 }	148 10 0	
4	„ Tea, 3 chests Bohea, each 3 qrs. 10lb, at 5/	70 10 0	8
9	„ Muslin, 50 pieces, each 28 yards, at 1/6 50 pieces Cambrics, each 24 yds. } at 1/4 }	105 0 0 80 0 0	
	19.	399 0 0	
8	Joseph Duncan D ^r to Sundries.		
1	For Cloth, 4 pieces Broad, each 30 yards, } at 25/ }	150 0 0	8
6	„ Chintz, 2 pieces, at 72/ each	7 4 0	
	20.	157 4 0	
2	Bills Receivable D ^r to William Chapman.		
10	For his Acceptance, at 3 months, due May 20	168 0 0	8
	21.		
11	Willis & Stephens D ^r to Russia Tallow.		
8	For 2 casks, each 8 cwt., at 57/	45 12 0	8
	22.		
C.B.	Cash D ^r to Joseph Duncan.		
8	For his Draft on Smith & Co.	100 0 0	8
	24.		
C.B.	Cash D ^r to Bills Receivable.		
2	For Johnson & Co.'s Bill, No. 46	200 0 0	8
	24.		
1	Sundries D ^r to Cloth.		
C.B.	For Cash, for 2 pieces Broad, each } 30 yards, at 24/6 }	72 11 8	9
9	„ Profit and Loss, for Discount } allowed }	18 4	
		73 10 0	

Folio in Ledger.	JOURNAL (Folio 9).	£. s. d.	Folio in W. Bk.
	London, February 25, 1851.		
7	Thomas Adams Dr to Sundries.		
9	For Muslin, 10 pieces, each 28 yards, at 1/9	24 10 0	9
1	„ Cloth, 2 pieces, each 35 yards, at 20/ ..	70 0 0	
		94 10 0	
	26.		
11	Sundries Dr to Willis & Stephens.		
11	For Candles, 100 doz., at 8/ per doz. ..	40 0 0	9
C.B.	„ Cash, for Draft on Homfrays & Co. ..	5 12 0	
		45 12 0	
	27.		
2	Bills Receivable Dr to Duprie & Co.		
10	For a Bill, No. 12, drawn by them on } Jamieson & Co., due May 2 ..	127 10 0	9
	28.		
10	Evans & Hawkins Dr to Russia Tallow.		
8	For 1 cask, 8 cwt., at 56/6	22 12 0	9
	28.		
9	Profit and Loss Dr to Cash.		
C.B.	For Sundry Counting-house expenses ..	4 11 9	9
	London, March 1, 1851.		
C.B.	Cash Dr to Robins & Co.		
7	For Fine Hyson	30 0 0	9
	3.		
2	Bills Receivable Dr to Collini & Co.		
10	For their Acceptance, No. 13, due May 16	93 0 0	9
	4.		
7	Thomas Adams Dr to Muslin.		
9	For 20 pieces Cambrics, each 24 yards, at 1/8	40 0 0	10

Folio in Ledger.	JOURNAL (Folio 10). London, March 5, 1851.	£. s. d.	Folio in W. Bk.
7	Sundries Dr to Thomas Adams.		
C.B.	For Cash 132 16 5		10
9	„ Profit and Loss, for Dis- count allowed }	1 13 7	
		134 10 0	
	6.		
10	William Chapman Dr to Wine.		10
5	For 1 pipe Madeira	28 10 0	
	7.		
C.B.	Cash Dr to Evans & Hawkins.		10
10	For Russia Tallow	22 12 0	
	8.		
7	Davis, Pearce, & Co. Dr to Sundries.		
1	For Cloth, 2 pieces Broad, each 30 yards, } at 24/ }	72 0 0	10
9	„ Muslin, 20 pieces, each 28 yards, at 1/10	51 6 8	
		123 6 8	
	10.		
C.B.	Cash Dr to Cochineal.		10
8	For 1 bag, 120 lb, at 17/6	105 0 0	
	11.		
2	Sundries Dr to Bills Receivable.		
C.B.	For Cash for Composition on } Henry Wright's Bill, } 23 14 3 No. 47 }		10
9	„ Profit and Loss, for loss on } his Debt }	165 19 9	
		189 14 0	
	12.		
2	Bills Receivable Dr to Davis, Pearce, & Co.		
7	For their Acceptance, No. 14, at 3 months ..	123 6 8	10

Folio in Ledger.	JOURNAL (Folio 11).	£. s. d.	Folio in W. Bk.
	London, March 13, 1851.		
11	Frederick Bond D ^r to Sundries.		
	For cost of insuring £720 on 30 bales Cotton, per the Trident, from New York to London, premium 5 guineas per cent., to return 1 per cent. for Convoy and Arrival.		11
11	To London Assurance Company 39 6 6		
9	„ Profit and Loss, Commission, } ½ per cent. }	3 12 0	
		42 18 6	
	—15.—		
12	Tobacco D ^r to Cash.		
C.B.	For 5 hhds., each 10 cwt. 2 qr. 10lb, at } £4 5/ per cwt. }	225 0 5	11
	—17.—		
12	Ship Albion, in Co. with Robert Tyson, D ^r to Sundries.		
C.B.	For Cash for my share .. 1000 0 0		
12	„ Robert Tyson, his account } in Co. for his share .. }	1000 0 0	11
		2000 0 0	
	—18.—		
12	Voyage to Genoa D ^r to Sundries.		
4	For Tea, 2 chests Bohea, each } 3 qrs. 10lb, at 5/... .. }	47 0 0	
5	„ Wine, 1 pipe Madeira .. 24 8 0		11
8	„ Cochineal, 1 bag, 130 lb, } at 15/ }	97 10 0	
C.B.	„ Cash, for Custom and Charges 20 0 0	188 18 0	
	—19.—		
C.B.	Cash D ^r to Mattinson & Co.'s Account of Goods.		
13	For their Port, 2 pipes, at £95 10/.. ..	191 0 0	11
	—20.—		
7	Thomas Adams D ^r to Sundries.		
9	For Muslin, 10 pieces, each 28 yards, at 2/	28 0 0	
	„ „ 20 pieces Cambrics, each 24 yds. } at 1/6 }	86 0 0	12
		64 0 0	

Folio in Ledger.	JOURNAL (Folio 12).	£. s. d.	Folio in W. Bk.
	London, March 21, 1851.		
C.B.	Cash Dr to Ship Albion in Co.		
12	For Freight received from Duncan & Co. ..	112 0 0	12
	21.		
12	Ship Albion in Co. Dr to Cash.		
C.B.	For Premium for insuring £2000 at 2½ per } cent. to and from Hamburg .. }	50 0 0	12
	22.		
7	Sundries Dr to Thomas Adams.		
C.B.	For Cash 62 15 0		
9	„ Profit and Loss, for Muslin } damaged }	1 5 0	12
	22.	64 0 0	
6	Alston & Sons Dr to Sundries.		
4	For Tea, 1 chest Bohea, 3 qrs. 10lb, at 5/3	24 13 6	
3	„ Sugar, 2 hhds., each 10 cwt. 2 qrs., at 60/	63 0 0	12
11	„ Candles, 60 doz., at 8/6	25 10 0	
	24.	113 3 6	
2	Bills Receivable Dr to Alston & Sons.		
	For a Bill, No. 15, drawn by them on } Gamble & Co., at 2 months .. }	48 0 0	12
6	„ Alston & Co.'s Acceptance, No. 16, at } 2 months }	65 3 6	
	25.	113 3 6	
C.B.	Cash Dr to Mattinson & Co.'s Account of Goods.		
13	For their Port, 8 pipes, at £95 10/.. ..	764 0 0	12
	25.		
13	Carlini & Co., my Account Current, Dr to Voyage to Genoa.		
12	Advice received of sale of my Goods, the } net proceeds amounting to }	280 14 10	13
	26.		
7	Robins & Co. Dr to Tobacco.		
12	For 2 hhds., each 10 cwt. 2 qrs. 10lb, at £4 10/	95 6 0	13

Folio in Ledger.	JOURNAL (Folio 13). London, March 27, 1851.	£. s. d.	Folio in W. Bk.
C.B.	Cash Dr to Mattinson & Co.'s Account of Goods.		
13	For their Port, 2 pipes, at £100	200 0 0	13
	—27.—		
2	Bills Receivable Dr to Carlini & Co., my Account Current.		
13	For the following Bills—		
	No. 17, on Marston & Co., due May 26 ..	180 14 10	
	,, 18, on James Roach, due May 28 ..	100 0 0	13
		280 14 10	
	—28.—		
13	Mattinson & Co.'s Account of Goods Dr to Sundries.		
C.B.	For Cash for Warehouse-rent, Brokerage, &c.	1 18 6	13
9	,, Profit and Loss, my Commission, at } 2½ per cent. on £1155 .. }	28 17 6	
		30 16 0	
	—29.—		
7	Sundries Dr to Robins & Co.		
C.B.	For Cash 94 2 2		
9	,, Profit and Loss, for Discount } allowed } 1 3 10	95 6 0	13
	—30.—		
4	James Perkins Dr to Sundries.		
1	For Cloth, 2 pieces, each 35 yards, at 20/ ..	70 0 0	
9	,, Muslin, 10 pieces, each 28 yards, at 1/8	18 0 0	13
	,, ,, 10 pieces Cambrics, each 24 yds. } at 1/6 }	23 6 8	
		111 6 8	
	—31.—		
9	Profit and Loss Dr to Cash.		
C.B.	For Counting-house Rent, due Lady-day ..	15 0 0	
	,, Warehouse Rent	10 0 0	14
	,, Counting-house expenses	4 16 0	
	,, Clerk's Salary	60 0 0	
		89 16 0	

LEDGER.

THE Ledger is a book in which all the transactions are collected under their proper heads, in such a manner that each person and each article of trade has a distinct Dr and Cr account in it.

The plan of this book enables the merchant to ascertain what is due to or from himself, or any one with whom he deals, on any article, as also the exact sum he has gained or lost on any article or transaction, or on the whole business; in short, to take an accurate survey of the state of his affairs whenever he may think proper to do so.

The entries in this book are taken from the Journal, each transaction being entered twice, one entry being for the Dr, and the other for the Cr, whence the method is styled Double Entry.

Each Account in the Ledger occupies a part or the whole of two pages, the left-hand page being the Dr side, and the right-hand page the Cr side of the account.

The Drs and Crs are as they stand in the Journal.

Although the word Cr does not occur in the Journal, it is nevertheless understood. For instance, on the 1st January we have, in the Journal, "James Perkins Dr to Cloth," by which we understand that James Perkins is Dr and Cloth Cr.

For this *one* entry in the Journal we shall have *two* in the Ledger, one showing James Perkins to be Dr to Cloth for 80 pieces, the other showing Cloth to be Cr by James Perkins for 80 pieces.

The Accounts in the Ledger are distinguished by the names of Personal, Real, and Nominal or Fictitious Accounts.

Personal Accounts are such as are made out under the name of some person or company; as the accounts of Edmund Power, and Ashton & Co., on folios 3 and 2 of the Ledger.

Real Accounts are accounts of goods and other property, as the Cash Account, on folio 1, and the Sugar Account on folio 3. The Accounts of Bills Payable and Bills Receivable are Real Accounts.

Nominal or Fictitious Accounts are the Accounts of Stock and Profit and Loss.

INDEX TO LEDGER.

A. B.			Fol.	C. D.			Fol.
Ashton & Co.	2	Cash	1
Allanson, Brothers	5	Cloth	1
Alston & Sons	6	Cotton	5
Adams, Thomas	7	Chintz	6
				Cochineal	8
Bills Receivable	2	Collini & Co.	10
Bills Payable	3	Chapman, W.	10
Bond, Frederick	11	Candles	11
				Carlini & Co.	13
				Dawson & Co.	6
				Davis, Pearce, & Co.	7
				Duncan, Joseph	8
				Duprie & Co.	10
E. F.				G. H.			
Evans & Hawkins	10				
Eames, Richard	10				
I. J. K.				L. M.			
				Linen	4
				Leman, John	8
				London Assurance Company	11
				Muslin, Cambrics	9
				Mattinson & Co.	13
N. O.				P. Q.			
				Power, Edmund	3
				Perkins, James	4
				Parks, Edwin	7
				Profit and Loss	9
				Phillips, Samuel	11
R. S.				T. U. V.			
Rum	6	Tea	4
Robins & Co.	7	Tobacco	12
Russia Tallow	8	Tyson, Robert	12
Stock	1				
Sugar	3				
Ship Albion	12	Voyage to Genoa	12
W. X.				Y. Z.			
Williams & Co.	5				
Wine	5				
Willis & Stephens	11				

(Folio 1).

LEDGER.

Dr

Stock.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 1	1	To Sundries	1	550	2	0
10	3	Cash, for Horse and Harness ..	3	50	0	0
Feb. 6	6	Cash, for £1200, 3 per cent. Reduced	6	1167	0	0
13	7	Cash, for Counting-house Furniture ..	7	54	16	0
Mar. 31		Balance, my net property employed } in trade }		1436	4	7
				3258	2	7

Dr

Cash.

1851.			Cash Book			
Jan. 31	1	To Stock and Sundries received this } month, per Cash-book ..	1	2259	1	8
Feb. 28		Sundries received this month, per } Cash-book }		752	4	10
Mar. 31		Ditto		1787	19	10
				4749	6	4

Dr

Cloth.

1851.			Folio W.B.			
Jan. 1	1	To Stock 250 pieces ..	1	300	0	0
Feb. 14	7	Samuel Phillips .. 8 „ Broad	7	270	0	0
	7	Samuel Phillips .. 4 „ ..	7	128	6	8
Mar. 31		Profit and Loss, gained		49	3	4
				747	10	0
				262		

LEDGER.

(Folio 1).

Contra.

Cr

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 1	1	By Sundries	1	3134	3	6
Mar. 31		Profit and Loss, gained since December 31, 1850 }		123	19	1
				3258	2	7

Contra.

Cr

1851.			Cash Book			
Jan. 31	1	By Sundries paid this month per Cash-book	1	617	2	6
Feb. 28		Ditto		1857	14	5
Mar. 31		Ditto		1386	14	11
		Balance in hand		887	14	6
				4749	6	4

Contra.

Cr

			Folio W.B.			
Jan. 1	1	By James Perkins .. 80 pieces ..	2	104	0	0
21	4	Cash 80 „ ..	4	100	0	0
Feb. 19	8	Joseph Duncan .. 4 „ Broad	8	150	0	0
24	8	Sundries 2 „ Broad	9	73	10	0
25	9	Thomas Adams .. 2 „ ..	9	70	0	0
Mar. 8	10	Davis, Pearce, & Co. 2 „ Broad	10	72	0	0
30	13	James Perkins .. 2 „ ..	13	70	0	0
31		Balance remaining 90 „ ..		108	0	0
				262		
				747	10	0

(Folio 2).

LEDGER.

<i>Dr</i>		Ashton & Co.				
1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Mar. 31		To Balance due to them		140	0	0
<i>Dr</i>		Bills Receivable.				
1851.						
Jan. 1	1	To Stock, No. 45, on Robert Simson ..	1	150	10	0
	1	Stock, 46, Johnson & Co. ..	1	200	0	0
	1	Stock, 47, Henry Wright ..	1	189	14	0
	4	Williams & Co. No. 1	2	34	2	4
	7	Alston & Sons, 2	2	180	0	0
	9	James Perkins, 3	3	266	14	0
	10	Dawson & Co. 4	3	50	0	0
	17	Davis, Pearce, & Co. 5	4	85	0	0
	22	James Perkins, 6	4	100	0	0
	27	Edmund Power, 7	5	184	8	0
Feb. 10	6	Richard Eames, 8, on Frank & Son	7	60	0	0
	6	Richard Eames, 9, Matt. Taylor	7	50	0	0
	12	Thomas Adams, 10	7	89	11	4
	20	William Chapman, 11	8	168	0	0
	27	Duprie & Co. 12, on Jamieson & Co	9	127	10	0
Mar. 3	9	Collini & Co. 13	9	93	0	0
	12	Davis, Pearce & Co. 14	10	123	6	8
	24	Alston & Sons, 15, on Gamble & Co.	12	48	0	0
	12	Alston & Sons, 16	12	65	3	6
	27	Carlini & Co. } 17, on Marston & Co.	13	180	14	10
		my Acc. Cur. }				
	13	" " " 18, James Roach	13	100	0	0
				2495	14	8

LEDGER.

(Folio 2).

Contra.						Cr		
1851.	Folio Jour.				Folio W.B.	£.	s.	d.
Jan. 1	1	By Stock			1	140	0	0

Contra.						Cr		
1851.								
Jan. 20	4	By Cash, No. 45, Robert Simson ..	4		150	10	0	
Feb. 24	8	Cash, 46, Johnson & Co. ..	8		200	0	0	
Mar. 11	10	Sundries, 47, Henry Wright ..	10		189	14	0	
		By Balance remaining—						
	2	No. 1 on Williams & Co. .. due April 7 ..	2		34	2	4	
	2	2 Alston & Sons .. „ 10 ..	2		130	0	0	
	2	3 James Perkins .. „ 12 ..	3		266	14	0	
	3	4 Dawson & Co. .. „ 13 ..	3		50	0	0	
	2	5 Davis, Pearce, & Co. „ 20 ..	4		85	0	0	
	4	6 James Perkins .. „ 25 ..	4		100	0	0	
	5	7 Edmund Power .. „ 30 ..	5		184	8	0	
	6	8 Frank & Son .. „ 8 } drawn by Rich. Eames	7		60	0	0	
	6	9 Matthew Taylor .. „ 13 } drawn by Rich. Eames	7		50	0	0	
	7	10 Thomas Adams .. May 15 ..	7		89	11	4	
	8	11 William Chapman .. „ 23 ..	8		168	0	0	
	9	12 Jamieson & Co. .. „ 2 } drawn by Duprie & Co.	9		127	10	0	
	9	13 Collini & Co. .. „ 16 ..	9		93	0	0	
	10	14 Davis, Pearce, & Co. June 15 ..	10		123	6	8	
	12	15 Gamble & Co. .. May 27 } drawn by Alston & Sons	12		48	0	0	
	12	16 Alston & Sons .. „ — ..	12		65	3	6	
	13	17 Marston & Co. .. „ 26 } drawn by Carlini & Co.	13		180	14	10	
	13	18 James Roach .. „ 28 } drawn by Carlini & Co.	13		100	0	0	
					2495	14	8	

LEDGER.

(Folio 3).

Contra.

Cr

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 7	2	By Alston & Sons .. 5 hhds. ..	2	130	0	0
28	5	Sundries 10 „ ..	5	250	0	0
Feb. 1	5	Duprie & Co. .. 5 „ ..	6	127	10	0
Mar. 22	12	Alston & Sons .. 2 „ ..	12	63	0	0
31		Balance remaining 2 „ ..		57	8	0
		25		627	18	0

Contra.

Cr

1851.						
Jan. 1	1	By Stock	1	210	12	0
27	5	Bills Receivable	5	184	8	0
				395	0	0

Contra.

Cr

1851.						
Jan. 1	1	By Stock, No. 32, Edward Jones ..	1	115	10	0
	1	Stock, 33, Walters & Co. ..	1	84	0	0
3	1	Linen, 1, Thomas Hamer ..	2	310	0	0
6	2	Rum, 2, Easton & Co. ..	2	75	4	8
11	3	3, Allanson, Brothers ..	3	192	0	0
20	4	4, Edwin Parks ..	4	726	18	0
29	5	5, John Leman ..	5	120	0	0
Feb. 15	7	6, Samuel Phillips ..	7	250	0	0
				1873	12	8

(Folio 4).

LEDGER.

Dr

Tea.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 1	1	To Stock 6 chests Congou ..	1	93	19	6
2	1	Allanson, Bros., 8 ,, Fine Hyson	2	192	0	0
Feb. 18	8	Cash 3 ,, Bohea ..	8	70	10	0
Mar. 31		Profit and Loss, gained		30	4	0
				<hr/>		
				17		
				<hr/>		
				386 13 6		
				<hr/>		

Dr

James Perkins.

1851.						
Jan. 1	1	To Cloth	2	104	0	0
8	2	Linen	3	157	10	0
22	4	Sundries	4	155	0	0
Mar. 30	13	Sundries	13	111	6	8
				<hr/>		
				527 16 8		
				<hr/>		

Dr

Linen.

1851.						
Jan. 3	1	To Bills Payable .. 200 pieces ..	2	310	0	0
Mar. 31		Profit and Loss, gained		35	13	4
				<hr/>		
				345 13 4		
				<hr/>		

LEDGER.

(Folio 4).

Contra.

Cr

1851.	Folio Jour.			Folio W.B.	£.	s.	d.
Jan. 2	1	By Williams & Co.	2 chests Congou ..	2	34	2	4
6	2	Cash	1 ..	2	18	12	0
8	2	Cash	3 Fine Hyson	3	76	8	0
10	3	Dawson & Co.	3 Congou ..	3	53	1	8
	3	Dawson & Co.	1 Fine Hyson	3	24	0	0
15	3	Robins & Co. ...	2 ..	4	52	16	0
Feb. 4	6	Cash	2 ..	6	56	0	0
Mar. 18	11	Voyage to Genoa	2 Bohea ..	11	47	0	0
22	12	Alston & Sons ..	1 ..	12	24	13	6
			17		386	13	6

Contra.

Cr

1851.							
Jan. 9	2	By Bills Receivable	3	266	14	0
22	4	Sundries	4	155	0	0
Mar. 31		By Balance due to me		106	2	8
					527	16	8

Contra.

Cr

1851.							
Jan. 8	2	By James Perkins	.. 90 pieces ..	3	157	10	0
13	3	Davis, Pearce, & Co.	50	3	85	0	0
22	4	James Perkins	.. 20	4	35	0	0
25	5	Joseph Duncan	.. 20	5	34	10	0
Feb. 8	6	Thomas Adams	.. 20	6	33	13	4
			200		345	13	4

(Folio 5).

LEDGER.

Dr

Williams & Co.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 2	1	To Tea	2	34	2	4

Dr

Allanson, Brothers.

1851.						
Jan. 11	3	To Bills Payable	3	192	0	0

Dr

Cotton.

1851.						
Jan. 3	2	To Cash 10 bales ..	2	296	0	0
Mar. 31		Profit and Loss, gained		5	10	0
				301	10	0

Dr

Wine.

1851.						
Jan. 15	3	To Edwin Parks .. 6 pipes Madeira	4	146	8	0
16	3	Edwin Parks .. 10 „ Port ..	4	580	10	0
Mar. 31		Profit and Loss, gained		14	8	0
				741	6	0

LEDGER.

(Folio 5).

Contra.

Cr

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 4	2	By Bills Receivable	2	34	2	4

Contra.

Cr

1851.						
Jan. 2	1	By Tea	2	192	0	0

Contra.

Cr

1851.						
Jan. 22	4	By James Perkins .. 4 bales ..	4	120	0	0
Feb. 8	6	Thomas Adams .. 3 „ ..	6	88	10	0
11	7	Collini & Co. .. 3 „ ..	7	93	0	0
		10		301	10	0

Contra.

Cr

Jan. 23	4	By Edmund Power .. 2 pipes Madeira	5	50	0	0
	4	Edmund Power .. 3 „ Port ..	5	170	0	0
Feb. 5	6	Richard Eames .. 1 „ Madeira	6	27	0	0
	6	Richard Eames .. 1 „ Port ..	6	59	0	0
13	7	Cash 4 „ Port ..	7	240	0	0
17	7	William Chapman .. 2 „ Port ..	8	118	0	0
Mar. 6	10	William Chapman .. 1 „ Madeira	10	28	10	0
18	11	Voyage to Genoa .. 1 „ Madeira	11	24	8	0
31		Balance remaining 1 „ „		24	8	0
		16		741	6	0

(Folio 6).

LEDGER.

Dr

Rum.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 6	2	To Bills Payable .. 4 puncheons ..	2	75	4	8
Mar. 31		Profit and Loss, gained		23	15	4
				99	0	0

Dr

Alston & Sons.

1851.						
Jan. 7	2	To Sugar	2	130	0	0
Mar. 22	12	Sundries	12	113	3	6
				243	3	6

Dr

Dawson & Co.

1851.						
Jan. 10	3	To Sundries	3	77	1	8

Dr

Chintz.

1851.						
Jan. 14	3	To Thomas Adams .. 10 pieces ..	3	32	12	0
Mar. 31		Profit and Loss, gained		4	1	2
				36	13	2

LEDGER.

(Folio 6).

Contra.

Cr

1851.	Folio Jour.			Folio W.B.			
Jan. 23	4	By Edmund Power ..	1 puncheon ..	5	25	0	0
Feb. 5	6	Richard Eames ..	1 „ ..	6	24	0	0
17	7	William Chapman..	2 „ ..	8	50	0	0
			4		99	0	0

Contra.

Cr

1851.							
Jan. 7	2	By Bills Receivable	2	130	0	0
Mar. 24	12	Bills Receivable	12	113	3	6
					243	3	6

Contra.

Cr

1851.							
Jan. 10	3	By Sundries	3	77	1	8

Contra.

Cr

1851.							
Jan. 25	5	By Joseph Duncan ..	4 pieces ..	5	14	10	0
Feb. 4	6	Cash ..	3 „ ..	6	11	14	0
19	8	Joseph Duncan ..	2 „ ..	8	7	4	0
Mar. 31		By Balance remaining ..	1 „ ..		3	5	2
			10		36	13	2

(Folio 7).

LEDGER.

Dr Davis, Pearce, & Co.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 18	3	To Linen	8	85	0	0
Mar. 8	10	Sundries	10	123	6	8
				208	6	8

Dr Thomas Adams.

1851.						
Feb. 8	6	To Sundries	6	122	3	4
25	9	Sundries	9	94	10	0
Mar. 4	9	Muslin (Cambrics)	10	40	0	0
20	11	Sundries	12	64	0	0
				320	13	4

Dr Edwin Parks.

1851.						
Jan. 20	4	To Bills Payable	4	726	18	0
				726	18	0

Dr Robins & Co.

1851.						
Jan. 15	3	To Tea	4	52	16	0
Mar. 26	12	Tobacco	18	95	6	0
				148	2	0

LEDGER.

(Folio 7).

Contra.				Cr		
1851.	Folio Jour.			Folio W.B.	£.	s. d.
Jan. 17	3	By Bills Receivable	4	85	0 0
Mar. 12	10	Bills Receivable	10	123	6 8
						208 6 8

Contra.						Cr	
1851.							
Jan. 14	3	By Chintz	3	32 12 0
Feb. 12	7	Bills Receivable	7	89 11 4
Mar. 5	10	Sundries	10	134 10 0
22	12	Sundries	12	64 0 0
							320 13 4

Contra.										Cr	
1851.											
Jan. 15	3	By Wine	4	146	8	0
16	3	Wine	4	580	10	0
									726	18	0

Contra.						C ^r
1851.						
Mar. 1	9	By Cash	9 30 0 0
29	13	Sundries	13 95 6 0
31		Balance due to me	22 16 0
						148 2 0

(Folio 8).

LEDGER.

Dr Russia Tallow.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 24	4	To John Leman 6 casks ..	5	120	0	0
Mar. 31		Profit and Loss, gained		15	8	0
				135	8	0

Dr John Leman.

1851.				£.	s.	d.
Jan. 29	5	To Bills Payable	5	120	0	0

Dr Joseph Duncan.

1851.				£.	s.	d.
Jan. 25	5	To Sundries	5	49	0	0
Feb. 19	8	Sundries	8	157	4	0
				206	4	0

Dr Cochineal.

1851.				£.	s.	d.
Jan. 28	5	To Sugar 2 bags, 250 lb	5	187	10	0
Mar. 31		Profit and Loss, gained		15	0	0
				202	10	0

LEDGER.

(Folio 8).

Contra.

Cr

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Feb. 3	5	By Evans & Hawkins .. 3 casks ..	6	67	4	0
21	8	Willis & Stephens .. 2 „ ..	8	45	12	0
28	9	Evans & Hawkins .. 1 „ ..	9	22	12	0
		<u>6</u>		135	8	0

Contra.

Cr

1851.						
Jan. 24	4	By Russia Tallow	5	120	0	0

Contra.

Cr

1851.						
Jan. 30	5	By Cash	5	49	0	0
Feb. 22	8	Cash	8	100	0	0
Mar. 31		Balance due to me		57	4	0
				206	4	0

Contra.

Cr

1851.						
Mar. 10	10	By Cash .. . 1 bag, 120lb ..	10	105	0	0
18	11	Voyage to Genoa .. 1 „ 130lb ..	11	97	10	0
		<u>2</u> <u>250</u>		202	10	0

(Folio 9).

LEDGER.

Dr

Profit and Loss.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Jan. 31	5	To Cash, for Counting-house expenses ..	5	5	12	6
Feb. 7	6	Discount allowed on Russia Tallow ..	6		16	10
24	8	Discount allowed on Broad Cloth ..	9		18	4
28	9	Cash, for Counting-house expenses ..	9	4	11	9
Mar. 5	10	Discount allowed Thomas Adams ..	10	1	13	7
11	10	Bills Receivable, for loss on Henry Wright's Bill, No. 47 ..	10	165	19	9
22	12	Allowance for Muslin damaged ..	12	1	5	0
29	13	Discount allowed Robins & Co. ..	13	1	3	10
31	13	Cash, for Counting-house and Ware-house Rent	14	25	0	0
		Cash, for Counting-house expenses ..	14	4	16	0
		Cash, for Clerk's Salary	14	60	0	0
		Stock, gained since Dec. 31, 1850 ..		123	19	1
				395	16	8

Dr

Muslin.

1851.						
Feb. 18	8	To Cash 50 pieces	8	105	0	0
	8	Cash 50 „ Cambrics	8	80	0	0
Mar. 31		Profit and Loss, gained		36	3	4
				221	3	4
				100		

LEDGER.

(Folio 9).

Contra.				Cr		
1851.	Folio Jour.		Folio W.B	£.	s.	d.
Mar. 13	11	By Frederick Bond, Commission on In- surance	11	3	12	0
28	13	Mattinson & Co.'s Account of Goods, for Commission	13	28	17	6
31		Sugar, gained		4	8	0
		Tea, gained		30	4	0
		Cloth, gained		49	3	4
		Linen, gained		35	13	4
		Cotton, gained		5	10	0
		Rum, gained		23	15	4
		Chintz, gained		4	1	2
		Wine, gained		14	8	0
		Russia Tallow, gained		15	8	0
		Cochineal, gained		15	0	0
		Muslin, gained		36	3	4
		Candles, gained		1	10	0
		Tobacco, gained		5	5	10
		Ship Albion in Co., gained		31	0	0
		Voyage to Genoa, gained		91	16	10
				395	16	8

Contra.				Cr		
1851.						
Feb. 25	9	By Thomas Adams .. 10 pieces	9	24	10	0
Mar. 4	9	Thomas Adams .. 20 ,, Cambrics	10	40	0	0
8	10	Davis, Pearce, & Co. 20 ,,	10	51	6	8
20	11	Thomas Adams .. 10 ,,	12	28	0	0
	11	Thomas Adams .. 20 ,, Cambrics	12	36	0	0
30	13	James Perkins .. 10 ,,	13	23	6	8
	13	James Perkins .. 10 ,, Cambrics	13	18	0	0
				221	3	4

(Folio 10).

LEDGER.

Dr

Duprie & Co.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Feb. 1	5	To Sugar	6	127	10	0

Dr

Evans & Hawkins.

1851.						
Feb. 3	5	To Russia Tallow	6	67	4	0
28	9	Ditto	9	22	12	0
				89	16	0

Dr

Richard Eames.

1851.						
Feb. 5	6	To Sundries	6	110	0	0

Dr

Collini & Co.

1851.						
Feb. 11	7	To Cotton	7	93	0	0

Dr

William Chapman.

1851.						
Feb. 17	7	To Sundries	8	168	0	0
Mar. 6	10	Wine	10	28	10	0
				196	10	0

LEDGER.

(Folio 10).

Contra.						Cr		
1851.	Folio Jour.				Folio W.B.	£.	s.	d.
Feb. 27	9	By Bills Receivable	9	127	10	0

Contra.						Cr		
1851.								
Feb. 7	6	By Sundries	6	67	4	0
Mar. 7	10	Cash	10	22	12	0
						89	16	0

Contra.						Cr		
1851.								
Feb. 10	6	By Bills Receivable	7	110	0	0

Contra.						Cr		
1851.								
Mar. 8	9	By Bills Receivable	9	93	0	0

Contra.						Cr		
1851.								
Feb. 20	8	By Bills Receivable	8	168	0	0
Mar. 31		Balance due to me		28	10	0
						196	10	0

(Folio 11).

LEDGER.

Dr Samuel Phillips.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Feb. 15	7	By Sundries	7	398	6	8

Dr Willis & Stephens.

1851.						
Feb. 21	8	To Russia Tallow	8	45	12	0

Dr Candles.

1851.						
Feb. 26	9	To Willis & Stephens .. 100 doz. ..	9	40	0	0
Mar. 31		Profit and Loss, gained		1	10	0
				41	10	0

Dr Frederick Bond.

1851.						
Mar. 13	11	To Sundries	11	42	18	6

Dr London Assurance Company.

1851.						
Mar. 31		To Balance due to them		39	6	6

LEDGER.

(Folio 11).

Contra.

Cr

1851.	Folio			Folio	£.	s.	d.
	Jour.			W.B.			
Feb. 14	7	By Sundries	7	398	6	8

Contra.

Cr

1851.							
Feb. 26	9	By Sundries	9	45	12	0

Contra.

Cr

1851.							
Mar. 22	12	By Alston & Sons	.. 60 doz.	12	25	10	0
31		Balance remaining	.. 40 „		16	0	0
			100		41	10	0

Contra.

Cr

1851.							
Mar. 31		By Balance due to me		42	18	6

Contra.

Cr

1851.							
Mar. 13	11	By Frederick Bond	11	39	6	6

(Folio 12).

LEDGER.

Dr Tobacco.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Mar. 15	11	To Cash 5 hhds. ..	11	225	0	5
31		Profit and Loss, gained		5	5	10
				230	6	3

Dr Ship Albion, in Co. with Robert Tyson.

1851.						
Mar. 17	11	To Sundries, for cost of Ship	11	2000	0	0
21	12	Cash, for Insurance	12	50	0	0
		Robert Tyson, his account in Co., for } half-share of gain }		31	0	0
31		Profit and Loss, my half-share ..		31	0	0
				2112	0	0

Dr Robert Tyson, his Account in Co.

1851.						
Mar. 31		To Ship Albion in Co., his share remaining		1000	0	0
		Balance due to him		31	0	0
				1031	0	0

Dr Voyage to Genoa.

1851.						
Mar. 18	11	To Sundries	11	188	18	0
31		Profit and Loss, gained		91	16	10
				280	14	10

LEDGER.

(Folio 12).

Contra.				Cr		
1851.	Folio Journ.			Folio W.B.	£.	s. d.
Mar. 26	12	By Robins & Co.	2 hhda.	13	95	6 0
31		By Balance remaining . . .	3 „ . . .		135	0 3
			5		230	6 3

Contra.				Cr		
1851.						
Mar. 21	12	By Cash, for Freight	12	112	0 0	
		Robert Tyson, his half-share remaining . . .		1000	0 0	
31		Balance, my half-share		1000	0 0	
					2112	0 0

Contra.				Cr		
1851.						
Mar. 17	11	By Ship Albion in Co., for his share of cost . . .	11	1000	0 0	
31		Ditto ditto, his share of gain		31	0 0	
					1031	0 0

Contra.				Cr		
1851.						
Mar. 25	12	By Carlini & Co., my Account Current . . .	13	280	14 10	

(Folio 13).

LEDGER.

Dr Mattinson & Co.'s Account of Goods.

1851.	Folio Jour.		Folio W.B.	£.	s.	d.
Mar. 28	13	To Sundries	13	30	16	0
31		Balance due to them		1124	4	0
				1155	0	0

Dr Carlini & Co., my Account Current.

1851.						
Mar. 25	12	To Voyage to Genoa	13	280	14	10

It may be proper to observe that although the accounts in this Ledger are necessarily very short, yet in actual business they are frequently of considerable length, so long indeed that it occasionally happens that one pair of pages of the Ledger is insufficient, and the account has to be carried forward to another part of the book. Whenever this occurs it is necessary to add up both sides of the account, and write opposite the amounts "Carried forward" on the pages filled up, and "Brought forward" on the new pages, setting down on each the number of the folio on which the other part of the account is to be found, and affixing the number of the new folio to the Index.

LEDGER.

(Folio 13).

Contra.						Cr		
1851.	Folio Jour.				Folio W.B.	£.	s.	d.
Mar. 19	11	By Cash, for their Port, 2 pipes	..	M	11	191	0	0
25	12	Cash ,, ,, 8 ,,	..	M	12	764	0	0
27	13	Cash ,, ,, 2 ,,	..	M	13	200	0	0
						1155	0	0

Contra.						Cr		
1851.								
Mar. 27	13	By Bills Receivable	13	280	14 10

Before proceeding to the Balance Account on the next page, the learner is recommended to refer to the instructions on the seventh and two following pages, in order that he may be able to make out the Trial Balances for himself, and then proceed to form the General Balance, and to close the Ledger.

If he has adopted the advice above referred to, there can be little doubt that he is making satisfactory progress, for which he will, in due time, meet his reward; but if, on the other hand, he contents himself with merely *copying* the accounts, omitting to perform every calculation, to transfer every entry, and to make out every balance for himself, it is to be regretted that he is unfortunately wasting his time, and he may rest assured that he is *not* acquiring a knowledge of Book-keeping.

(Folio 14).

LEDGER.

Dr

Balance.

			Folio in Ledger.	£.	s.	d.
1851.						
Mar.31	To Cash in hand.. ..		1	887	14	6
	Sugar, 2 hhds		3	57	8	0
	Cloth, 90 pieces		1	108	0	0
	Bills Receivable, remaining		2			
	No. 1 on Williams & Co. .. due April 7..		—	34	2	4
	2 Alston & Sons 10..		—	130	0	0
	3 James Perkins 12..		—	266	14	0
	4 Dawson & Co. 13..		—	50	0	0
	5 Davis, Pearce, & Co. .. 20..		—	85	0	0
	6 James Perkins 25..		—	100	0	0
	7 Edmund Power 30..		—	184	8	0
	8 Frank & Son 8 }		—	60	0	0
	drawn by Rd. Eames					
	9 Matthew Taylor 13 }		—	50	0	0
	drawn by Rd. Eames					
	10 Thomas Adams May 15..		—	89	11	4
	11 William Chapman 23..		—	168	0	0
	12 Jamieson & Co. 4 }		—	127	10	0
	drawn by Duprie & Co.					
	13 Collini & Co. 16..		—	93	0	0
	14 Davis, Pearce, & Co. .. June 15..		—	123	6	8
	15 Gamble & Co. May 27 }		—	48	0	0
	drawn by Alston & Sons					
	16 Alston & Sons May 27..		—	65	3	6
	17 Marston & Co. 26 }		—	180	14	10
	drawn by Carlini & Co.					
	18 James Roach 28 }		—	100	0	0
	drawn by Carlini & Co.					
	To James Perkins, due to me		4	106	2	8
	Chintz, 1 piece		6	3	5	2
	Wine, 1 pipe Madeira		5	24	8	0
	Robins & Co., due to me		7	22	16	0
	Joseph Duncan		8	57	4	0
	Wm. Chapman		10	28	10	0
	Candles, 40 doz.		11	16	0	0
	Frederick Bond, due to me		11	42	18	6
	Tobacco, 3 hhds.		12	135	0	3
	Ship Albion in Co., my half-share remaining		12	1000	0	0
				4444	17	9

LEDGER.

(Folio 14).

Contra.

C^r

1851.		Folio in Ledger.	£. s. d.
Mar. 31	By Stock, my present net property employed } in trade }	1	1436 4 7
	Ashton & Co., due to them }	2	140 0 0
	Bills Payable remaining, my acceptances:	3	
	No. 1 to Thomas Hamer .. due April 6 ..	—	310 0 0
	2 Easton & Co. .. „ 9 ..	—	75 4 8
	3 Allanson, Brothers .. „ 14 ..	—	192 0 0
	4 Edwin Parks .. „ 23 ..	—	726 18 0
	5 John Leman .. May 2 ..	—	120 0 0
	6 Samuel Phillips .. „ 18 ..	—	250 0 0
	By London Assurance Company, due to them	11	39 6 6
	Robert Tyson, his Acc. in Co., due to him	12	31 0 0
	Mattinson & Co's Acc. of Goods, due to them	13	1124 4 0
			<hr/> 4444 17 9 <hr/>

Drs

TRIAL BALANCE.

Crs

£. s. d.	JANUARY.				£. s. d.
600 2 0	Stock	3134 3 6
2259 1 8	Cash	617 2 6
300 0 0	Cloth	204 0 0
			Ashton & Co.	140 0 0
1390 8 4	Bills Receivable	150 10 0
480 0 0	Sugar	380 0 0
115 10 0	Bills Payable	1623 12 8
285 19 6	Tea	259 0 0
416 10 0	James Perkins	421 14 0
310 0 0	Linen	312 0 0
296 0 0	Cotton	120 0 0
726 18 0	Wine	220 0 0
75 4 8	Rum	25 0 0
32 12 0	Chintz	14 10 0
			Thomas Adams	32 12 0
52 16 0	Robins & Co.		
120 0 0	Russia Tallow		
187 10 0	Cochineal		
5 12 6	Profit and Loss		
<u>7654 4 8</u>					<u>7654 4 8</u>

Drs

TRIAL BALANCE.

Crs

<i>£. s. d.</i>		FEBRUARY.		<i>£. s. d.</i>
1221 16 0	Stock		
752 4 10	Cash	1857 14 5
398 6 8	Cloth	293 10 0
495 1 4	Bills Receivable	200 0 0
143 10 0	Sugar	127 10 0
84 0 0	Bills Payable	250 0 0
70 10 0	Tea	56 0 0
		Linen	33 13 4
		Cotton	181 10 0
		Wine	444 0 0
		Rum	74 0 0
		Chintz	18 18 0
216 13 4	Thomas Adams	89 11 4
		Russia Tallow	135 8 0
157 4 0	Joseph Duncan	100 0 0
6 6 11	Profit and Loss		
185 0 0	Muslin	24 10 0
22 12 0	Evans & Hawkins		
93 0 0	Collini & Co.		
40 0 0	Candles		
<hr/> 3886 5 1 <hr/>				<hr/> 3886 5 1 <hr/>

Drs

TRIAL BALANCE.

Crs

<i>£. s. d.</i>		MARCH.	<i>£. s. d.</i>
1737 19 10	Cash	1386 14 11
		Cloth	142 0 0
610 5 0	Bills Receivable	189 14 0
		Sugar	63 0 0
		Tea	71 13 6
111 6 8	James Perkins	
		Wine	52 18 0
104 0 0	Thomas Adams	198 10 0
		Robins & Co.	30 0 0
		Cochineal	202 10 0
259 18 2	Profit and Loss	32 9 6
		Muslin	196 13 4
		Evans & Hawkins	22 12 0
		Collini & Co.	93 0 0
28 10 0	William Chapman	
		Candles	25 10 0
42 18 6	Frederick Bond	
		London Assurance Company ..	39 6 6
225 0 5	Tobacco	95 6 0
2081 0 0	Ship Albion in Co.	1112 0 0
1000 0 0	Robt. Tyson his Acc. in Co. ..	1031 0 0
188 18 0	Voyage to Genoa	280 14 10
30 16 0	Mattinson & Co.	1155 0 0
<u>6420 12 7</u>			<u>6420 12 7</u>

CASH-BOOK.

THIS is a book in which all Cash transactions are entered as they occur. It is kept in the form of a Debtor and Creditor account; all sums of money *received* being entered on the left hand or Dr side, and all sums *paid*, on the right hand or Cr side of the account. This book resembles the Waste-book, inasmuch as the latter is a record of *all* transactions in the way of business, while the former is a record of those transactions only in which *ready money* is concerned, each transaction being set down, whether in the Waste-book or the Cash-book, as soon as possible after its occurrence.

It must be understood that drafts, cheques, or any written orders for the payment of money, *on demand*, are to be considered as *Cash*.

The sums entered in the Cash-book may be added up weekly or monthly, and the amounts posted or transferred to the *Cash account* in the Ledger. The subtraction of the amount on the Cr side from that of the Dr side will show the Cash in hand. Thus, in the following Cash-book, the amounts are carried out at the end of each month; and on the 31st March the amount of Cash received during the three months is found to be £4749. 6s. 4d., while the amount paid within the same period is £3861. 11s. 10d. Hence, by subtracting this latter sum from the former, it is evident that the sum of £887. 14s. 6d. is Cash in hand; which, being set down on the Cr side, will balance the book.

On closing the Ledger, the Cash in hand is placed to the credit side of the Cash account, and thus causes that account to balance.

CASH BOOK.

Cr

1851.	Folio Jour.		Folio W.B.	£.	s.	d.	£.	s.	d.
Jan. 3	2	By Cotton	2	296	0	0			
8	2	Edmund Power	3	150	0	0			
10	3	Stock, for Horse & Harness	3	50	0	0			
18	4	Bills Payable	4	115	10	0			
31	5	Profit & Loss, for Count- ing-house Expenses }	5	5	12	6			
							617	2	6
Feb. 6	6	Stock, for 3 per cent. Red.	6	1167	0	0			
12	7	Bills Payable	7	84	0	0			
13	7	Stock, for Furniture ..	7	54	16	0			
15	7	Samuel Phillips	7	148	6	8			
18	8	Sundries	8	399	0	0			
28	9	Profit & Loss, for Count- ing-house Expenses }	9	4	11	9			
							1857	14	5
Mar. 15	11	Tobacco	11	225	0	5			
17	11	Ship Albion in Co., my share	11	1000	0	0			
18	11	Voyage to Genoa, for Cus- tom and Charges }	11	20	0	0			
21	12	Ship Albion in Co., for Insurance .. }	12	50	0	0			
28	13	Mattinson & Co.'s Acct. of Goods, for Ware- house-rent, Brokerage, &c. }	13	1	18	6			
31	13	Profit & Loss, for Count- ing-house Charges, &c. }	14	89	16	0			
							1386	14	11
		Balance in hand					887	14	6
							4749	6	4

BILLS

Folio in Journal.	No.	From whom received.	By whom drawn.	On whom drawn.
1	45	Robert Simson ..	Self, London	Robert Simson, Derby
1	46	Harris & Co. ..	Harris & Co., York ..	Johnson & Co., London
1	47	Henry Wright ..	Self, London	Henry Wright, York
2	1	Williams & Co. ..	Self, London	Williams & Co., Coventry
2	2	Alston & Sons ..	Self, London	Alston & Sons, Liverpool. . .
2	3	James Perkins ..	Self, London	James Perkins, Leeds
3	4	Dawson & Co. ..	John Ware, Norwich ..	Dawson & Co., Norwich
3	5	Davis, Pearce, & Co.	Self, London	Davis, Pearce, & Co., Nottingham
4	6	James Perkins ..	Fenwick & Co., Leeds ..	James Perkins, Leeds
5	7	Edmund Power ..	Simmonds & Co., Hull ..	Edmund Power, Hull
6	8	Richard Eames ..	Richard Eames, Derby ..	Franks & Son, Derby
6	9	Ditto	Ditto .. ditto ..	Matthew Taylor, Warwick ..
7	10	Thomas Adams ..	Howard & Son, London. .	Thomas Adams, London
8	11	William Chapman..	Self, London	William Chapman, Halifax ..
9	12	Duprie & Co. ..	Duprie & Co., Quebec ..	Jamieson & Co., London
9	13	Collini & Co. ..	Henry Marley, Naples ..	Collini & Co., Naples
10	14	Davis, Pearce, & Co.	Thomas Pine, Nottingham	Davis, Pearce, & Co., Nottingham
12	15	Alston & Sons ..	Alston & Sons, Liverpool	Gamble & Co., London
12	16	Ditto	Forrester & Co., Liverpool	Alston & Sons, Liverpool. . .
13	17	Carlini & Co. ..	Paolo & Co., Genoa ..	Marston & Co., London
13	18	Ditto	Ditto .. ditto ..	James Roach, London

RECEIVABLE.

To whom payable.	Where payable.	Date.	Term.	Due.	Amount.
		1850.		1851.	£. s. d.
Self	Drummond's	Oct. 17	3 months	Jan. 20	150 10 0
Harris & Co. ..	Smith, Payne, & Co. ..	Dec. 21	2 months	Feb. 24	200 0 0
Self	Jones, Lloyd, & Co. ..	Dec. 7	3 months	Mar. 10	189 14 0
		1851.			
Self	4, Cheapside	Jan. 4	3 months	Apr. 7	34 2 4
Self	Williams, Deacon, & Co.	Jan. 7	3 months	Apr. 10	130 0 0
Self	Smith, Payne, & Co. ..	Jan. 9	3 months	Apr. 12	266 14 0
Self	Smith, Payne, & Co. ..	Jan. 10	3 months	Apr. 13	50 0 0
Self	Jones, Lloyd, & Co. ..	Jan. 17	3 months	Apr. 20	85 0 0
Self	Smith, Payne, & Co. ..	Jan. 22	3 months	Apr. 25	100 0 0
Self	Smith, Payne, & Co. ..	Jan. 27	3 months	Apr. 30	184 8 0
Walker & Co. ..	21, Strand.. ..	Feb. 5	2 months	Apr. 8	60 0 0
Ditto	Ditto	Feb. 10	2 months	Apr. 13	50 0 0
Self	Bank of England.. ..	Feb. 12	3 months	May 15	89 11 4
Self	Jones, Lloyd, & Co. ..	Feb. 17	3 months	May 20	168 0 0
Self	Ditto	Feb. 27	3 months	May 2	127 10 0
Self	Smith, Payne, & Co. ..	Feb. 13	3 months	May 16	93 0 0
Bremmer & Co.	Union Bank	Mar. 12	3 months	June 15	123 6 8
Self	Smith, Payne & Co. ..	Mar. 24	2 months	May 27	48 0 0
Self	Ditto	Mar. 24	2 months	May 27	65 3 6
Self	Ditto	Mar. 23	2 months	May 26	180 14 10
Self	Ditto	Mar. 25	2 months	May 28	100 0 0

BILLS

Folio in Journal.	No.	By whom drawn.	Where drawn.	To whom payable.
1	32	Edward Jones ..	London ..	Edward Jones ..
1	33	Walters & Co. ..	Manchester ..	Walters & Co ..
1	1	Thomes Hamer ..	London ..	Thomas Hamer ..
2	2	Easton & Co. ..	Jamaica ..	Lawrence & Son ..
3	3	Allanson, Brothers ..	London ..	Brown & Co. ..
4	4	Edwin Parks.. ..	Hull	Edwin Parks ..
5	5	Robert Stone ..	London ..	John Leman ..
7	6	Samuel Phillips ..	Gloucester ..	Hampden & Co. ..

The nature and use of the Bills Receivable and Bills Payable Books will be sufficiently obvious to the learner, on inspection of these two specimens.

The reader will find another form of Bill-books at page 114.

PAYABLE.

Date.	Term.	When accepted	Due.	Amount.	When paid.	To whom paid.
1850.		1850.	1851.		1851.	
Oct. 15	3 months	Oct. 15	Jan. 18	115 10 0	Jan. 18	Williams, Deacon & Co.
Dec. 8	2 months	Dec. 8	Feb. 11	84 0 0	Feb. 12	Jones, Lloyd, & Co.
1851.		1851.				
Jan. 3	3 months	Jan. 3	Apr. 6	310 0 0		
Jan. 6	3 months	Jan. 6	Apr. 9	75 4 8		
Jan. 23	3 months	Jan. 11	Apr. 5	192 0 0		
Jan. 20	3 months	Jan. 20	Apr. 23	726 18 0		
Jan. 29	3 months	Jan. 29	May 2	120 0 0		
Feb. 15	3 months	Feb. 15	May 18	250 0 0		

The columns "When paid" and "To whom paid," on this page, are left blank opposite the last six bills, because they have not arrived at maturity on the 31st March, the day on which the books are closed.

INVOICE-BOOK.

The Invoice-book contains copies of the Invoices sent off or received with all Goods shipped outwards or inwards. Sometimes two Invoice-books are kept, one called the Invoice-book Outward, the other the Invoice-book Inward.

The Invoice of Goods shipped outwards should be entered in the Invoice-book before the copy to be transmitted with the goods is made out.

In copying the record of transactions from the Waste-book, the learner will meet with a reference to the Invoice-book when any Goods are either shipped, or received by ship. He must then turn to the printed Invoice-book, and copy the Invoice into his own Invoice-book, making all the necessary calculations before setting down the amounts.

SALES-BOOK.

The Sales-book contains an account of the sales of all goods consigned to the Merchant to sell on Commission. The charges attending the sales, and the commission, are entered in the account, and their amount deducted from the selling price of the goods ; the difference is the net proceeds.

Several other Books are frequently kept in a mercantile house, their number and character depending upon the nature of the business: such as Shipping-book, Account Current Book, Petty Cash Book, Letter-book, Memorandum-book, Wages-book, Warehouse-book, &c.

INVOICE-BOOK (Folio 1).

London, January 6, 1851.

	Received from Easton & Co., Jamaica, as per Invoice.				
	4 puncheons Rum, marked and numbered as per margin, viz.—				£. s. d.
V P	1	1 puncheon, containing 105 gallons			} at 3/6 .. 74 11 0
	2	1	„	109 „	
	3	1	„	108 „	
	4	1	„	104 „	
				<u>426</u>	
		Wharfage and Cartage			13 8
					<u>75 4 8</u>

London, February 11, 1851.

		Invoice of Cotton, shipped on board the Ata- lanta, Soames, Master, for Naples, by order of Collini & Co., merchants there.		
		3 bales Cotton, marked and numbered as per margin—		
C & Co.	1 a 3	3 bales, at £30 10/ per bale	91 10 0	
		Packing and Cord 5 4		
		Entry, Bills of Lading, Ship- ping charges, and Cartage } 1 4 8	1 10 0	
			<u>93 0 0</u>	

INVOICE-BOOK (Folio 2).

London, February 1, 1851.

		Cwt.qrs.lb		£. s. d.	
Invoice of Sugar shipped on board the Europa, Wilson, Master, for Quebec, by order of Duprie & Co., merchants there.					
D & Co. 1 a 5	No. 1 ..	9	2 14		
	2 ..	9	2 0		
	3 ..	9	1 10		
	4 ..	9	1 16		
	5 ..	9	2 16		
		<hr/>			
	Gross ..	47	2 0		
	Tare ..	6	2 0		
		<hr/>			
	Net ..	41	0 0 at £2 18/ per cwt. ..	118	18 0
Debenture entry			5 8 0		
Wharfage, Cartage, and Bills of } Lading }			2 8 6		
Cost of Hogsheads			15 6		
		<hr/>		8	12 0
				<hr/>	
				127	10 0
				<hr/>	

INVOICE-BOOK (Folio 3).

London, March 14, 1851.

	Received by the Rover, Edward Hamilton, Master, from Oporto, 12 pipes Port, as per Invoice, consigned to me by Mattinson & Co., merchants there, to sell on their account.	£. s. d.
M	4 pipes, marked 1 a 4, valued at £94 each ..	376 0 0
M & Co.	6 pipes, marked 1 a 6 ,, £95 each ..	570 0 0
M	2 pipes, marked 1 a 2 ,, £94 10/ each	189 0 0
		<hr/> 1135 0 0
	Account Sales of the above 12 pipes Port, rendered to Mattinson & Co., March 28.	
1851.	Sold for Cash—	
Mar. 19	2 pipes, marked M & Co., at £95 10/ per pipe	191 0 0
25	4 pipes, marked M, at £95 10/ per pipe ..	382 0 0
	4 pipes, marked M & Co., at £95 10/ per pipe	382 0 0
27	2 pipes, marked M, at £100 per pipe	200 0 0
		<hr/> 1155 0 0
	Warehouse-rent, Brokerage, } Cartage, &c. }	1 18 6
	Commission, 2½ per cent. ..	28 17 6
		<hr/> 30 16 0
		<hr/> 1124 4 0

INVOICE-BOOK (Folio 4).

London, March 18, 1851.

	Invoice of Sundry Goods, shipped on board the Eagle, Philip Robinson, Master, to Genoa, consigned to Carlini & Co., merchants there, to sell on my account.	£. s. d.
N C	No. 1, 2—2 chests Bohea, each 3 qrs. 10 lb } valued at 5/ per lb }	47 0 0
N C	No. 3—1 pipe Madeira, valued at	24 8 0
N C	No. 4—1 bag Cochineal, weight 130 lb, valued } at 15/ per lb }	97 10 0
	Custom and Charges	20 0 0
		<hr/> 188 18 0

QUESTIONS

TO BE ANSWERED BY THE LEARNER.

What is the Ledger?

What do you understand by "posting accounts?"

Explain exactly how you would post the following Journal entry—

1851. March 8.

Davis, Pearce, & Co. Dr to Sundries.

For Cloth, 2 pieces Broad, each 30 yards, at 24/ .. £72 0 0

Muslin, 20 pieces, each 28 yards, at 1/10 .. 51 6 8

123 6 8

How would you make a Trial Balance?

Explain the method of forming the General Balance.

On opening an account for Balance, which accounts do you keep open till the others are balanced?

What is the Cash-book?

In what respect does it resemble the Waste-book?

Does it in any way bear a resemblance to the Ledger?

Define the Invoice-book and Sales-book.

SINGLE ENTRY.

THE Books necessary to be kept by the Retail Dealer or Trader are the following :

Day-book, or Goods Sold Book ; Invoice-book, or Goods Bought Book ; Cash-book ; Ledger ; Bill-book ; Till, or Ready Money Book ; Petty Cash Book ; Wages-book ; Petty Expense Book ; Memorandum-book.

The Day-book contains a daily account of Goods sold, and to whom.

The Invoice-book contains an account of Goods bought, and from whom.

The Cash-book contains, on the *left hand*, or D^r side, an account of all Cash *received*, and on the *right hand*, or C^r side, an account of all Cash *paid*.

The Ledger contains a distinct D^r and C^r account for every person or company with whom the trader deals. The entries in it are taken from the Day-book, Invoice-book, Cash-book, and Bill-books ; and are arranged in such a manner as to enable the trader to ascertain, by inspection, the amount due to him from any person, or from him to any person, and also the total amount due from him, and the total amount due to him. In short, a proper system of Book-keeping will enable the trader, or any competent person who may inspect his books and stock, to ascertain, at any time, the state of his affairs.

Let it be supposed that the learner commences to keep the books of A. B., a person carrying on a General Business, with a capital of £450, on the 1st January, 1851. On that day A. B. sells to Henry Simmonds 2 dozen of Sherry for £3. 12s. ; this transaction is to be entered in the *Day-book*, and carried to Henry Simmonds's account in the *Ledger*. On

the same day A. B. buys of Warrington & Co. 2 dozen Port; this is entered in the *Invoice-book*, and carried to Warrington & Co's account in the *Ledger*. A general Cash account is opened in the *Cash-book*, and this account is made Dr to A. B. for the amount of his capital, £450, and this sum being deposited in the Joint Stock Bank, the book-keeper writes on the Cr side of the Cash account "By Joint Stock Bank, £450," and *debts* the Joint Stock Bank account in the *Ledger* with the same amount.

In a similar manner he enters the transactions of succeeding days, observing generally that Goods *Outwards* are entered in the *Day-book*; Goods *Inwards* in the *Invoice-book*; Cash *Outwards* on the Cr side, and Cash *Inwards* on the Dr side of the *Cash-book*, and that all are carried to their proper accounts in the *Ledger*.

Suppose that, on January 4th, this being the end of the week, the *Till-book* shows that Goods have been sold for ready money, amounting to £56. 14s. 8d.; the book-keeper writes in the *Day-book* "Ready Money, Sundries as per Till-book, £56. 14s. 8d.," carries it to the *Cash-book*, and to the Ready Money account in the *Ledger*.

Suppose that, on the same day, it appears by the *Petty Cash Book* that various small sums, amounting to £2. 6s. 8d., have been paid for Petty Cash, and, by the *Wages-book*, that £1. 13s. 2d. has been paid for wages. These amounts are both carried to the *Invoice-book*, and to the Petty Cash and Wages accounts respectively in the *Ledger*.

In Cash payments, when small sums are allowed as discount or abatement, the Cash actually received or paid is entered in the regular column, and the small sum in a column to the left. These allowances must be carefully carried to the Profit and Loss account in the *Ledger*. See *Cash-book*, Jan. 8th, 14th, 22nd, and 23rd.

Suppose that, on Jan. 7th, A. B. gives his acceptance to

James Wharnccliffe for £15. 18s.; James Wharnccliffe's account in the *Ledger* must be *debited* with this amount, and all the particulars of the Bill must be set down in the *Bills Payable Book*. If this Bill be made payable at A. B.'s bankers, and paid by them when due, the Joint Stock Bank account in the *Ledger* must be *credited* with the amount.

To balance any person's account in the *Ledger*. Add up the Dr and Cr sides respectively, and ascertain the *difference*. If the excess be on the Dr side, write "By balance" on the Cr side, set down the difference, and complete the additions. If the excess be on the Cr side, write "To balance" on the Dr side, and proceed as above directed. When "balance" is on the Cr side, the person owes A. B. the *difference*; when "balance" is on the Dr side, A. B. owes the person the *difference*.

To balance the *Ledger*. See Balance Account, folio 9 *Ledger*. Balance all the accounts, except those of Profit and Loss, and Stock, and set down, on the Dr side of your Balance sheet, all the sums A. B. owes, including his own account, and the Bills Payable not yet due. Set down, on the Cr side, all the sums owing to A. B., the cash on hand ascertained by balancing the Cash account, and the value of his Stock in Trade ascertained by taking Stock. Add up both sides, and ascertain the *difference*. If this *difference* be equal to the *Balance* or Net Profit of the Profit and Loss account, the *Ledger* balances.

In re-opening an account in the *Ledger*, the balance used for closing must be transferred to the opposite side of the *new* account.

We now proceed to the Day-book, in which we must enter the particulars of all goods *sold*, or parted with in barter or otherwise; this book being a complete account of all goods *outwards*.

The learner is recommended to perform all the calculations.

DAY-BOOK (Folio 1).

Folio in Ledger or C. B.			£.	s.	d.	£.	s.	d.
	London, January 1, 1851.							
	Henry Simmonds.							
1	2 doz. Sherry	36/	..			3	12	0
	2.							
	William Morton.							
1	28lb Loaf Sugar	/6	..			14	0	
	3.							
	Joseph Salmon.							
1	4 doz. Mould Candles	7/	..			1	8	0
	4.							
	Ready Money.							
7	Sundries, as per Till-book			56	14	8
	7.							
	William Hawkins.							
1	2 yards Superfine Cloth	17/6	1	15	0			
	4 „ Brown „	16/6	1	18	0			
	9.					3	8	0
	Roberts & Son.							
1	½ gross Copy Books	10/6	3	3	0			
	16 hundred Quills	2/3	1	16	0			
	11.					4	19	0
	Samuel Davis.							
2	2 doz. Claret	68/	..			6	16	0
	Ready Money.							
7	Sundries, as per Till-book			63	11	4
	Carried forward					141	3	0

Folio in Ledger or C. B.	DAY-BOOK (Folio 2).				£. s. d.			£. s. d.		
	London, January 13, 1851.									
	Brought forward				..			141 3 0		
	Stephens & Co.									
2	8 yards Broad Cloth	18/	..			7 4 0		
	14.									
	John Evans.									
2	3 doz. Cotton Hose	27/4	..			4 2 0		
	15.									
	Thomas Wilson.									
2	5 tons Best Wallsend Coals	25/6	..			6 7 6		
	16.									
	Walter Benson.									
3	3 doz. Tea-spoons	21/	3 3 0					
	1 pair Candlesticks	15 10 0			18 13 0		
	18.									
	Ready Money.									
7	Sundries, as per Till-book			61 14 7		
	20.									
	William Jackson.									
	1 Silver Watch	4 5 0					
2	1 Gold Seal	1 8 0					
	1 Gold Key	6 6			5 19 6		
	21.									
	Henry Simmonds.									
1	2 doz. Port	42/	..			4 4 0		
	23.									
	John Phillipson.									
3	1 Large Pier Glass			20 0 0		
	Carried forward				..			269 7 7		

Folio in Ledger or C. B.	DAY-BOOK (Folio 3).				£. s. d.			£. s. d.		
	—									
	London, January 24, 1851.									
	Brought forward				..			269 7 7		
	Joshua Raymond.									
3	4 lb Green Tea	4/6	18	0				
	12 lb Loaf Sugar	/5½	5	6				
	—25.—							1 3 6		
	Ready Money.									
7	Sundries, as per Till-book			53 19 0		
	—29.—									
	Robert Tomlinson.									
3	3 gallons British Brandy	21/	3	3	0			
	2 doz. Best Cognac	60/	6	0	0			
	—31.—							9 3 0		
	Jonathan Winter.									
3	10 lb Cheshire Cheese	/8½	7	1				
	12 lb Cambridge Butter	/11	11	0				
								18 1		
								384 11 2		

QUESTIONS

TO BE ANSWERED BY THE LEARNER.

Name the books necessary to be used in Book-keeping by Single Entry.

Explain the use of the Day-book. Why is it an *Outwards* book?

It is presumed that the learner performs for himself all the calculations of the prices of goods.

We next proceed to the Invoice-book, in which we must enter all goods *bought*, or received in barter or otherwise; *this* book being a complete account of all goods *Inwards*.

INVOICE-BOOK (Folio 1).

Folio in Ledger.		£. s. d.	£. s. d.
	London, January 1, 1851.		
	Warrington & Co.		
4	2 doz. Port 39/6	..	3 19 0
	2.		
	James Wharnccliffe.		
4	40 lb Cheshire Cheese /6½	..	1 1 8
	4.		
	Dawkins & Co.		
4	3 tons Soap £42 10/	127 10 0	
	50 doz. Candles 6/	15 0 0	
			142 10 0
	Walton & Co.		
7	6 Mahogany Chairs	9 13 6
	Petty Cash.		
7	Sundries	2 6 8
	Wages.		
8	Work	1 13 2
	7.		
	Joseph Edmonds.		
4	20 yards Superfine Cloth . . . 15/	15 0 0	
	10 „ Broad „ .. . 16/	8 0 0	
	10.		23 0 0
	D ^r Profit and Loss to Joint Stock Bank C ^r		
5			
6	Discount on Bill	1 5 0	
	Carried forward	..	184 4 0

Folio in Ledger.	INVOICE-BOOK (Folio 2).						£. s. d.			£. s. d.		
	London, January 11, 1851.											
	Brought forward						..			184 4 0		
	Petty Cash.											
7	Sundries			2 19 4		
	Wages.											
8	Work			2 11 0		
	13.											
	J. Soames & Co.											
5	8 tons Wallsend Coals	22/6			9 0 0		
	15.											
	William Clarke.											
5	5 doz. Claret	64/			16 0 0		
	16.											
	Harris & Co.											
5	30 pieces Irish Cloth, each 24 yds.	10/6	15	15	0							
	50 doz. Grey Hose	4/6	11	5	0		27 0 0		
	18.											
	Petty Cash.											
7	Sundries			2 3 6		
	Wages.											
8	Work			1 16 0		
	20.											
	Willan & Sons.											
6	10 doz. Madeira	17/	8	10	0				
	12 doz. Port	41/	24	12	0		38 2 0		
	Carried forward						..			278 15 10		

Folio in Ledger.	INVOICE-BOOK (Folio 3).				£. s. d.			£. s. d.		
	—									
	London, January 23, 1851.									
	Brought forward				..			278 15 10		
5	Dr Profit and Loss to Joint Stock									
6	Bank Cr									
	Discount on Bill	2	7	6			
	—25.—									
	Peter Johnson.									
6	1 gross Copy Books	8/6	..			5 2 0		
	Petty Cash.									
7	Sundries			1 12 4		
	Wages.									
8	Work			2 4 0		
	—30.—									
	Robert Dawes.									
6	25 doz. Bottles	6/	..			7 10 0		
								295 4 2		

We will now proceed to the Cash-book, entering all sums *received*, with the name of the person or firm from whom or on whose account they are received, on the left-hand or *Dr side*; and all sums *paid*, with the name of the person or firm or the account on which they are paid, on the right-hand or *Cr side*. This book is a complete Dr and Cr account of all ready money *inwards* and *outwards*.

CASH-BOOK.

Dr

Cash.

		January, 1851.	£. s. d.	£. s. d.
	Fol. in Ledger.			
1	7	To A. B.	450 0 0
2	2	Stephens & Co.	5 0 0
3	4	Joseph Edmonds	12 6 8
4	7	Ready Money	56 14 8
6	1	William Morton	14 0
8	6	Joint Stock Bank	25 0 0
10	3	Robert Tomlinson	3 5 0
11	7	Ready Money	63 11 4
14	2	Thomas Wilson	4 0	4 4 0
16	6	Joint Stock Bank	50 0 0
17	2	Samuel Davis	3 3 0
18	7	Ready Money	61 14 7
21	3	Walter Benson	10 0 0
23	4	James Wharnccliffe	8	4 15 8
24	1	Roberts & Son	4 19 0
25	7	Ready Money	53 19 0
27	3	Robert Tomlinson	5 18 0
28	2	Stephens & Co.	2 4 0
29	3	John Phillipson	20 0 0
30	3	Joshua Raymond	1 3 6
31	6	Joint Stock Bank	35 0 0
	5	Profit and Loss	5 0
		Discounts and Abatements }		4 8
				874 2 1

QUESTIONS

TO BE ANSWERED BY THE LEARNER.

Explain the difference between the Invoice-book and the Day-book.

What is the use of the Cash-book ?

What sums are entered on the right-hand side, and what on the left-hand side of the Cash-book ?

Write down the name of the book in which you would enter each of the following transactions, and write the entries exactly as they should appear in the book.

On the 3rd February, 1851, I bought of Mr. Henry Harpur, on credit, 9 dozen Fur Caps, at 1s. 2d. each.

On the 4th, I sold, for ready money, 14 Cheeses, weighing 1 cwt. 2 qrs. 8 lb, at 6½d. per lb.

On the 6th, I sold Messrs. Marston & Howard, on credit, 7½ gallons of Sperm Oil, at 10½d. per pint.

On the 7th, I bought for ready money, 10 dozen plated Forks, at 23s. 3d. per dozen.

On the 8th, having occasion to pay certain house-keeping expenses, I drew a cheque on the Joint Stock Bank for £10.

On the 10th, I gave my acceptance for £45, at 2 months, to Joseph Haynes, he having drawn the bill the same day, and I having made it payable at the Joint Stock Bank.

On the 15th, I find by the Till-book, that I have received, in ready money, for goods sold during the week, the sum of £37. 16s. 4d.

On the same day, I paid for wages the sum of £2. 4s. 8d.

We must now proceed to the Ledger, into which the various transactions recorded in the preceding books must be transferred under distinct and proper heads; this operation is termed *posting*. Every account opened in the Ledger must have a Dr and a Cr side, and a reference must be made to it in the Index.

In the following Ledger the accounts are necessarily very short; in actual business a single account will frequently occupy an entire folio, and sometimes much more. The learner is recommended to endeavour to post the entries in the preceding books for himself, referring to the printed Ledger *only* when he is in doubt or uncertainty.

INDEX TO LEDGER.

A. B.			Fol.	C. D.			Fol.
A. B's Account	7	Clarke, William	5
Benson, Walter	3	Davis, Samuel	2
Balance Sheet	7	Dawkins & Co.	4
				Qawes, Robert	6
E. F.				G. H.			
Evans, John	2	Hawkins, William	1
Edmonds, Joseph	4	Harris & Co.	5
I. J. K.				L. M.			
Jackson, William	2				
Johnson, Peter	6				
Joint Stock Bank	6	Morton, William	1
N. O.				P. Q.			
				Phillipson, John	3
				Profit and Loss	5
				Petty Cash	7
R. S.				T. U. V.			
Roberts & Son	1	Tomlinson, Robert	3
Raymond, Joshua	3	Trade Charges	8
Ready Money	7				
Simmonds, Henry	1				
Salmon, Joseph	1				
Stephens & Co.	2				
Soames & Co., J.	5				
Stock Account	8				
W. X.				Y. Z.			
Wilson, Thomas	2				
Winter, Jonathan	3				
Warrington & Co.	4				
Wharnccliffe, James	4				
Willan & Sons	6				
Walton & Co.	7				
Wages	8				

(Folio 1).

LEDGER.

Dr Henry Simmonds.

1851.						Folio D.B. or C.B.	£.	s.	d.
Jan. 1	To Goods	1	3	12	0
21	Ditto	2	4	4	0
							7	16	0

Dr William Morton.

1851.									
Jan. 2	To Goods	1	14	0	

Dr Joseph Salmon.

1851.									
Jan. 3	To Goods	1	1	8	0

Dr William Hawkins.

1851.									
Jan. 7	To Goods	1	3	8	0

Dr Roberts & Son.

1851.									
Jan. 9	To Goods	1	4	19	0

LEDGER.

(Folio 1).

Contra.				Cr
1851.			Folio D.B. or C.B.	£. s. d.
Jan. 31	By Balance*		7 16 0
				<hr/> 7 16 0

Contra.				Cr
1851.				
Jan. 6	By Cash	1	14 0
				<hr/>

Contra.				Cr
1851.				
Jan. 31	By Balance		1 8 0
				<hr/>

Contra.				Cr
1851.				
Jan. 31	By Balance		8 8 0
				<hr/>

Contra.				Cr
1851.				
Jan. 24	By Cash	1	4 19 0
				<hr/>

* In actual business it is not necessary to balance accounts at the end of each month. The accounts here are all balanced in order to show how to form the General Balance Account, and balance the Ledger.

(Folio 2).

LEDGER.

<i>Dr</i>		Samuel Davis.		
1851.			Folio D.B. or C.B.	£. s. d.
Jan. 11	To Goods	1		6 16 0
				6 16 0
<i>Dr</i>		Stephens & Co.		
1851.				
Jan. 13	To Goods	2		7 4 0
				7 4 0
<i>Dr</i>		John Evans.		
1851.				
Jan. 14	To Goods	2		4 2 0
<i>Dr</i>		Thomas Wilson.		
1851.				
Jan. 15	To Goods	2		6 7 6
				6 7 6
<i>Dr</i>		William Jackson.		
1851.				
Jan. 20	To Goods	2		5 19 6

LEDGER.

(Folio 2).

Contra.						Cr		
1851.					Folio D.B. or C.B.	£.	s.	d.
Jan. 17	By Cash				1	3	3	0
31	Balance					3	13	0
						6	16	0
Contra.						Cr		
1851.								
Jan. 2	By Cash				1	5	0	0
28	Ditto				1	2	4	0
						7	4	0
Contra.						Cr		
1851.								
Jan. 31	By Balance					4	2	0
Contra.						Cr		
1851.								
Jan. 14	By Cash				1	4	4	0
	Discount						4	0
31	Balance					1	19	6
						6	7	6
Contra.						Cr		
1851.								
Jan. 31	By Balance					6	19	6

(Folio 3).

LEDGER.

Dr Walter Benson.

1851.		Folio D.B. or C.B.	£.	s.	d.
Jan. 16	To Goods	2	18	13	0
			18	13	0

Dr John Phillipson.

1851.					
Jan. 18	To Cash	1	12	6	4
23	Goods	2	20	0	0
			32	6	4

Dr Joshua Raymond.

1851.					
Jan. 24	To Goods	3	1	3	6

Dr Robert Tomlinson.

1851.					
Jan. 29	To Goods	3	9	3	0
			9	3	0

Dr Jonathan Winter.

1851.					
Jan. 31	To Goods	3	18		1

LEDGER.

(Folio 3).

Contra.						Cr		
1851.					Folio D.B. or C.B.	£.	s.	d.
Jan. 21	By Cash				1	10	0	0
31	Acceptance					8	13	0
						18	13	0
Contra.						Cr		
1851.								
Jan. 29	By Cash				1	20	0	0
31	Balance					12	6	4
						32	6	4
Contra.						Cr		
1851.								
Jan. 30	By Cash				1	1	3	6
Contra.						Cr		
1851.								
Jan. 10	By Cash				1	3	5	0
27	Ditto				1	5	18	0
						9	3	0
Contra.						Cr		
1851.								
Jan. 31	By Balance					18	1	

(Folio 4).

LEDGER.

Dr Warrington & Co.

1851.		Folio D.B. or C.B.	£.	s.	d.
Jan. 10	To Cash	1	3	19	0

Dr James Wharnccliffe.

1851.			£.	s.	d.
Jan. 7	To Acceptance		15	18	0
	Abatement				8
			15	18	8

Dr Dawkins & Co.

1851.			£.	s.	d.
Jan. 2	To Cash	1	50	0	0
8	Ditto	1	15	0	0
	Abatement			1	6
	Acceptance		77	8	6
			142	10	0

Dr Joseph Edmonds.

1851.			£.	s.	d.
Jan. 7	To Cash	1	10	0	0
16	Ditto	2	13	0	0
31	Balance		12	6	8
			35	6	8

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(Folio 4).

	Contra.		<i>Cr</i>
1851.			
Jan. 8	By Cash	1	12 6 8
7	Goods	1	28 0 0
			35 6 8

(Folio 5).

LEDGER.

Dr Profit and Loss.

1851.		Folio D.B. or C.B.	£.	s.	d.
Jan. 10	To Discount, Joint Stock Bank ..	1	1	5	0
14	Discount, allowed Thomas Wilson ..	2		4	0
23	Discount, Joint Stock Bank ..	2	2	7	6
31	Trade Charges			2	12
	Net Profit		80	15	8
			87	4	8

Dr J. Soames & Co.

1851.					
Jan. 24	To Cash	1	5	0	0
31	Balance		4	0	0
			9	0	0

Dr William Clarke.

1851.					
Jan. 29	To Cash	1	10	15	0
31	Balance		5	5	0
			16	0	0

Dr Harris & Co.

1851.					
Jan. 18	To Cash	1	15	10	0
28	Ditto	1	5	10	0
31	Balance		6	0	0
			27	0	0

LEDGER.

(Folio 5).

Contra.				Cr		
1851.			Folio D.B. or C.B.	£.	s.	d.
Jan. 8	By Abatement, Dawkins & Co.	1		1	6
22	Discount, Walton & Co.	1		3	6
23	Abatement, James Wharnccliffe	1			8
31	Stock Account		86	19	0
				87	4	8

Contra.				Cr		
1851.						
Jan. 13	By Goods	2	9	0	0
				9	0	0

Contra.				Cr		
1851.						
Jan. 15	By Goods	2	16	0	0
				16	0	0

Contra.				Cr		
1851.						
Jan. 16	By Goods	2	27	0	0
				27	0	0

107

(Folio 6).

Contra.						C ^r
1851.						
Jan. 8	By Cash	1 25 0 0
16	Cash	1 50 0 0
31	Cash	1 35 0 0
10	Discount	1 5 0
. 28	Discount	2 7 6
31	Balance	573 5 6
						686 18 0

<i>D^r</i>		<i>Petty Cash.</i>							
1851.									
Jan.	4	To Cash	1	2 6 8
	11	Ditto	1	2 19 4
	18	Ditto	1	2 8 6
	25	Ditto	1	1 12 4
									9 1 10

LEDGER.

(Folio 7).

Contra.				C ^r
1851.		Folio D.B. or C.B.	£.	s. d.
Jan. 4	By Goods	1	9	13 6
			9	13 6

Contra.				C ^r
1851.				
Jan. 1	By Cash	1	450	0 0
31	Net Profit		80	15 8
			530	15 8

Contra.				C ^r
1851.				
Jan. 4	By Cash	1	56	14 8
11	Ditto	1	63	11 4
18	Ditto	1	61	14 7
25	Ditto	1	53	19 0
			235	19 7

Contra.				C ^r
1851.				
Jan. 31	By Goods		9	1 10
			9	1 10

(Folio 8).

LEDGER.

Dr

Wages.

1851.						Folio D.B. or C.B.	£.	s.	d.
Jan. 4	To Cash	1	1	13	2
11	Ditto	1	2	11	0
18	Ditto	1	1	16	0
25	Ditto	1	2	4	0
							8	4	2

Dr

Trade Charges.

1851.									
Jan. 11	To Cash, Sundries	1	15	6	
18	Ditto „	1	1	17	0
							2	12	6

Dr

Stock.

1851.									
Jan. 31	To Goods Bought		295	4	2
	*Profit and Loss		86	19	0
							382	3	2

* This is carried to the credit of the Profit and Loss account.

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(Folio 8).

Contra.		
1851.		
Jan. 31	By Goods Sold	384 11 2
	*Stock of Goods and Materials ..	47 12 0
		382 3 2

* This must be ascertained by "Taking Stock."

(Folio 9).

LEDGER.

Dr

Balance.

1851.				Folio in Ledger.	£. s. d.
Jan. 31	To Joseph Edmonds	4	12 6 8
	J. Soames & Co.	5	4 0 0
	William Clarke	5	5 5 0
	Harris & Co.	5	6 0 0
	Peter Johnson	6	5 2 0
	Robert Dawes	6	7 10 0
	A. B.	7	480 0 0
	Bills Payable		126 8 6
	Balance (Net Profit)		80 15 8
					677 7 10

* This sum is the difference between £450 with which A.B's account is credited, and the £20 which he is supposed to have withdrawn, for his own use, in two sums of £10 each.

LEDGER.

(Folio 9).

		Contra.		C ^r
			Folio in Ledger	£. s. d.
1851.				
Jan. 31	By Henry Simmonds		1	7 16 0
	Joseph Salmon		1	1 8 0
	William Hawkins		1	3 8 0
	Samuel Davis		2	3 13 0
	John Evans		2	4 2 0
	Thomas Wilson		2	1 19 6
	William Jackson		2	5 19 6
	John Phillipeon		3	12 6 4
	Jonathan Winter		3	18 1
	James Wharnccliffe		4	10 1 4
	Joint Stock Bank		6	573 5 6
	Cash on hand			4 18 7
	Stock and Materials			47 12 0
				677 7 10

The Bills Receivable Book and Bills Payable Book will be readily understood by inspecting the specimens on the two succeeding pages.

BILLS

Folio in Ledger.	No.	By whom drawn.	Where drawn.	To whom payable.
4	1	James Wharnccliffe ..	London ..	Order
4	2	Dawkins & Co. . .	London ..	Order
6	3	Willan & Sons ..	Deptford ..	Order

BILLS

Folio in Ledger.	No.	When and from whom received.	By whom drawn.	On whom drawn.
3	9	Jan. 31. Walter Benson	A. B. . .	Walter Benson ..

Bills of Exchange are either Foreign or Inland. Foreign Bills are such as are drawn, or payable, or both, abroad, or drawn in one realm of the United Kingdom, and payable in another. Bills drawn in England, and payable in Scotland or Ireland, are considered as Foreign.

Inland Bills, with which the retail trader has most to do, are such as are both drawn and payable in England, in Scotland, or in Ireland.

A Bill or Promissory Note, for any sum not less than Two pounds, must be upon a proper stamp.

PAYABLE.

Date.	Time.	Amount.	Due.												To whom paid.	Folio in Ledger.
			Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.		
Jan. 7	3 mo.	15 18 0				10										
Jan. 8	2 mo.	77 8 6			11											
Jan. 21	4 mo.	38 2 0					24									

RECEIVABLE.

Where payable.	Date.	Time.	Due.	Amount.	When and where disposed of.	Folio in Ledger.
Smith, Payne, & Co. }	Jan. 31	2 mo.	Apr. 3	£. s. d. 8 13 0	Jan. 31. Joint Stock Bank	6

A Bill or Promissory Note, or an indorsement and acceptance, by one partner in a company, will in general bind all, and a Note by one, importing to be for all, may bind the partnership, even though it commence with the words "I promise."

Bills and Notes are not negotiable unless payable to Order or Bearer.

With respect to Bills payable in England, the word *month* always means *calendar month*.

The reader will find some information on Bills at page 122.

COMMERCIAL TERMS.

English.	French.	Italian.	German.
Acceptance	Acceptation	Accettazione	Annahme

The act of accepting a bill, that is, of writing across it the word "Accepted," and subjoining the signature.

Accountant	Compteur	Arimmetico	Rechner
------------	----------	------------	---------

One who arranges, revises, and corrects accounts.

Agent or Factor	Agent	Agente	Agent
-----------------	-------	--------	-------

One who transacts business for another.

Arbitration	Arbitrage	Arbitrato	Entscheidung
-------------	-----------	-----------	--------------

The settling of a dispute by reference to the decision of some disinterested person or persons.

Auction	Encan	Incanto	Versteigerung
---------	-------	---------	---------------

A public sale of goods or merchandise.

Banker	Banquier	Banchiere	Geldwechsler
--------	----------	-----------	--------------

One who keeps a banking-house.

Bankrupt	Banqueroutier	Mercante fallito	Bankerutt
----------	---------------	---------------------	-----------

A merchant or trader who cannot pay all he owes, and against whom a commission of bankruptcy is issued.

Barter	Troc	Baratto	Tausch
--------	------	---------	--------

The exchanging of one kind of merchandise for another.

Broker	Courtier	Rigattiere	Mäkler
--------	----------	------------	--------

One who buys and sells goods, stock, shares, &c. for others.
Brokers are usually paid a per-centage on the value of the property bought or sold.

English.	French.	Italian.	German.
Cashier	Caissier	Cassiere	Kassirer

A clerk whose duty it is to attend to the payment of money.

Cocket	Permis de donane	Licenza della dogana	Zollsiegel
--------	---------------------	-------------------------	------------

A warrant of the Custom-house, showing that the duty on goods entered has been paid.

Consignment	Consignation	Consegnazione	Uebermach- ung
-------------	--------------	---------------	-------------------

The delivering of goods to the care of an agent.

Contract	Convention	Contratto	Vertrag
----------	------------	-----------	---------

An agreement or engagement between two or more persons.

Convoy	Convoi, escorte	Convoglio, scorta	Bedeckung
--------	-----------------	----------------------	-----------

A guard of war-ships to protect other vessels.

Creditor	Créancier	Creditore	Gläubiger
----------	-----------	-----------	-----------

One to whom something is due.

Custom-house	La douane	La dogana	Zollhaus
--------------	-----------	-----------	----------

An office for the payment of duties on goods exported or imported.

Debtor	Debiteur	Debitore	Schuldner
--------	----------	----------	-----------

One who owes something.

Discount	Escompte	Sconto	Abrechnung, abzug
----------	----------	--------	----------------------

An allowance or deduction for payment of money before it is due.
Merchants generally deduct the *interest* for the time.

Duty	Droit	Dazio	Zoll, Taxe
------	-------	-------	------------

A tax on goods exported or imported.

English.	French.	Italian.	German.
Exchange	Change, La bourse	La borsa	Börse, Wechselbank

A place for the public transaction of mercantile business.

Excise	Accise	Tassa	Accise
--------	--------	-------	--------

An inland tax.

Factor	Agent	Agente	Agent
--------	-------	--------	-------

One who transacts business for others.

Freight	Fret	Nolo, noleggio	Fracht, Ladung
---------	------	----------------	----------------

Goods carried by ship. Money paid for carrying goods by ship.

Guarantee	Garantie	Guarentia	Bürgschaft
-----------	----------	-----------	------------

A security. An undertaking to see contracts performed.

Importation	Importation	Entrata di robe	Einfuhr
-------------	-------------	--------------------	---------

Bringing goods into a country from abroad.

Impost	Impôt	Imposta	Impost
--------	-------	---------	--------

Duty on imported goods.

Inventory	Inventaire	Inventario	Inventarium
-----------	------------	------------	-------------

A list of effects.

Journal	Journal	Giornale	Tagebuch
---------	---------	----------	----------

See Book-keeping by Double Entry, page 24.

Loan	Prêt, emprunt	Prestito	Anleihe
------	---------------	----------	---------

A sum of money or any property lent or borrowed.

Mart	Marché	Fiera, mercato	Markt
------	--------	----------------	-------

A market, fair, or place of public business.

Merchant	Négociant	Mercante, mercante	Kaufmann
----------	-----------	-----------------------	----------

One who carries on a wholesale business.

English.	French.	Italian.	German.
Mortgage	Hypothèque	Ipoteca	Hypothek
A security which pledges houses, lands, or other property for the repayment of a loan with interest. The lender is the <i>Mortgagee</i> , the borrower the <i>Mortgagor</i> .			
Notary Public	Notaire	Notario	Notarius
An officer who notes or protests bills, notes, or drafts, when refused acceptance or payment.			
Partner	Associé	Sozio	Associé
One associated with another person or persons in trade.			
Premium	Prime	Premio	Preis
Money paid for the insurance of property from loss by fire, storms, accidents at sea, &c., or for insurance of life.			
Receipt	Quittance	Ricevuta	Empfangshein, Quittung
An acknowledgment in writing, stating that money or other property has been received.			
Retail	Détail	Minuto	Kleinhandel
A term applied to the dealing in goods in small quantities.			
To retail	Détailler	Vendere a minuto	Kleinhandel treiben
To sell in small quantities.			
Sample	Echantillon	Esempio	Probe, Muster
A small quantity of any merchandise exhibited at a public sale.			
Schedule	Cédula	Cedola	Zettel, Liste
The statement of affairs delivered to the Bankruptcy Commissioners by a bankrupt.			
Tariff	Tarif	Tariffa	Zollverzeichnis
The rates of duties imposed at the Custom-house.			

English.	French.	Italian.	German.
Underwriter	Assureur	Assicuratore	Assecurant

One who insures ships, cargoes, or merchandise from losses at sea.
He writes his name under the policy of insurance. Sometimes several Underwriters insure different amounts upon the same property.

Usance	Usance	Uso	Uso
The usual term for which Bills of Exchange are drawn, between certain places ; as one, two, or three months after date.			

Vendor	Vendeur	Venditore	Verkäufer
The person who sells.			

Vendee	Acheteur	Compratore	Käufer
The person who buys.			

Voucher	Preuve	Testimonianza	Schein (Document)
A document to prove that some payment has been made, or some business transacted.			

Warehouse	Magazin	Magazzino	Pack-haus, Niederlage
A place in which to deposit and keep merchandise.			

Wharf	Quai	Molo, argine	Kai, Werft
A place for the landing and shipping of merchandise.			

Wholesale	En gros	Vendita all'ingrosso	Grosshandel
A term applied to the dealing in goods in large quantities.			

The following Terms and Phrases, chiefly of foreign origin, are of very general use among merchants.

Agio, a premium given for one kind of money in preference to another.

A vista, at sight.

Banco, bank money. This word distinguished the bank money from the current money in Holland.

Post Obit Bond, a bond payable after the decease of the person who gives it.

Del-credere, sometimes called guarantee. A commission for being answerable for debts.

Emporium, a mart.

Entrepôt, a public magazine for imported goods.

Fuori di Banco, current money of Genoa.

Lub, money of Lubeck and Hamburg.

Omnium, the different stocks formed by a loan while any part of it remains unpaid.

Par of Exchange, the intrinsic value of the money of any one country when compared with that of another country, with respect to the weight and to the proportion of the precious metals and alloy in the coins.

Pesage, a charge for weighing goods.

Pro forma Account Sales, a document showing the charges attending the sale of goods on commission.

Scandaglio. When a vessel is laden with corn, a sealed measure is given to the master, to be delivered to the person to whom the corn is consigned, to enable him to ascertain if there is any deficiency. This test is called *Scandaglio*.

Vellon, current money of Spain.

RECEIPT FOR MONEY.

London, January 10, 1851.

Received of Mr. Henry Marshall, the sum of two hundred and fifty pounds ten shillings and four pence, for goods, as per invoice, dated 7th October, 1850.

WILLIAM PAINTER.

£250 10 4.

FRENCH.

QUITTANCE, or REÇU.

Londres, 10 janvier, 1851.

Reçu de Monsieur Henry Marshall, la somme de deux cent cinquante livres sterling dix schellings et quatre pence, contre marchandises portées en la facture, datée du 7 Octobre, 1850.

WILLIAM PAINTER.

£250 10 4.

ITALIAN.

RICEVUTA.

Londra, li 10 Gennaio, 1851.

Io, sottoscritto, confesso d'aver ricevuto dal Signor Henry Marshall, la somma di due cento cinquanta lire sterline, dieci scellini, quattro denari, per mercanzie, secondo la mia poliza, del 7° Ottobre, 1850.

WILLIAM PAINTER.

£250 10 4.

GERMAN.

QUITTUNG ODER EMPFANGSCHEIN.

Ich bescheinige hiermit, von Herrn Heinrich Marshall, die Summa von zwei hundert und fünfzig Pfund Sterling, zehn Schilling und vier Pence, Werth in Waaren, laut meiner Factura vom 8^{ten} October, 1850, richtig empfangen zu haben.

WILLIAM PAINTER.

£250 10 4.

PROMISSORY NOTE.

London, 3rd February, 1851.

Three months after date, I promise to pay to Mr. Joshua Wilson, or order, the sum of eighty-five pounds fourteen shillings and nine pence, for value received.

JOHN EVERETT.

£85 14 9.

FRENCH.

PROMESSE DE PAYER.

Londres, le 3 fevrier, 1851.

A trois mois de date, je promets de payer à M. Joshua Wilson, ou à son ordre, la somme de quatre-vingt-cinq livres sterling, quatorze schellings et neuf pence, valeur reçue.

JOHN EVERETT.

£85 14 9.

ITALIAN.

PROMESSA DI PAGAMENTO.

Londra, li 3 Febbraio, 1851.

A tre mese data, pagherò al Signore Joshua Wilson, o al suo ordine, la somma di ottanta cinque lire sterline, quattordici scellini e nove denari, per valuta ricevuta.

JOHN EVERETT.

£85 14 9.

GERMAN.

VERSCHREIBUNG.

London, den 3^{ten} Februar, 1851.

In drei Monaten verpflichte ich mich an Herrn Joshua Wilson, oder dessen Order, die Summe von fünf und achtzig Pfund Sterling, vierzehn Schilling und neun Pence, Werth in Waaren empfangen, zu bezahlen.

JOHN EVERETT.

£85 14 9.

BILL OF EXCHANGE.

£230 18 11.Liverpool, 5th March, 1851.

Two months after date, pay to Mr. Thomas Sarson, or order, the sum of two hundred and thirty pounds eighteen shillings and eleven pence, for value received.

Accepted,

To Mr. Edward Brandon,
London.

E. BRANDON.
ROBERT PALMER.

FRENCH.

LETTRE DE CHANGE.

Bon pour £230 18 11.

Liverpool, le 5 mars, 1851.

A deux mois de date, il vous plaira payez à Monsieur Thomas Sarson, ou à son ordre, la somme de deux cent trente livres sterling, dix-huit schellings et onze pence, valeur reçue.

Accepté,

à M. Edward Brandon,
à Londres.

E. BRANDON.
ROBERT PALMER.

ITALIAN.

CAMBIALO.

Per £230 18 11.

Liverpool, li 5 Marzo, 1851.

A due mese vista, compiacetevi di pagare al Signore Thomas Sarson, o al suo ordine, la somma di due cento trenta lire sterline, diciotto scellini e undici denari, valuta ricevuta.

Accettata,

Al Signore E. Brandon,
a Londra.

E. BRANDON.
ROBERT PALMER.

GERMAN.

WECHSELBRIEF.

Gut für £230 18 11.Liverpool, den 5^{ten} März, 1851.

Nach zwei Monaten, belieben Sie zu zahlen, an Herrn Thomas Sarson, oder dessen Order, die Summe von zwei hundert und dreissig Pfund Sterling, achtzehn Schilling und elf Pence, Werth baar empfangen.

Acceptirt,

An Herrn Edward Brandon,
in London.

E. BRANDON.
ROBERT PALMER.

£476 12 0.London, September 1st, 1851.

At sight, pay to Messrs. Robertson & Co. the sum of four hundred and seventy-six pounds and twelve shillings, for value received, and place it to account as per advice.

Accepted,

Mr. Arthur Murray,
Manchester.

ARTHUR MURRAY.
W. J. CASTOR.

FRENCH.Bon pour £476 12 0.Londres, 1^{er} septembre, 1851.

A vue, il vous plaira payez à Messieurs Robertson et C^{nie}, la somme de quatre cent soixante-seize livres sterling et douze schellings, valeur reçue, que vous passerez en compte, suivant l'avis de

Accepté,

A M. Arthur Murray,
à Manchester.

ARTHUR MURRAY.
W. J. CASTOR.

ITALIAN.Per £476 12 0.

Londra, il primo Settembre, 1851.

A vista, compiacetevi di pagare ai Signori Robertson e Comp^a, la somma di quattro cento settanta lire sterline, dodici scellini, valuta ricevuta, e ponete in conto secondo l'avviso.

Promessa,

Al Signor Arthur Murray,
a Manchester.

ARTHUR MURRAY.
W. J. CASTOR.

GERMAN.Gut fur £476 12 0.London, den 1^{sten} September, 1851.

Nach Sicht, belieben Sie zu zahlen an Herrn Robertson u. Comp^{gnie}, die Summe von vier hundert sechs und siebenzig Pfund Sterling, zwölf Schilling, Werth empfangen, und stellen Sie dieselbe auf Rechnung, laut Bericht.

Acceptirt,

An Herrn Arthur Murray,
in Manchester.

ARTHUR MURRAY.
W. J. CASTOR.

On inspecting these documents, it will appear that a Bill of Exchange is an order, in writing, for the payment of a sum of money at an appointed time, when the bill is presented for payment. The person who draws the bill is denominated the *Drawer*; the person on whom it is drawn, the *Drawee*, or, when he accepts it, the *Acceptor*; and the person in whose favour it is drawn is called the *Payee*. Thus, in the bill on the preceding page, W. J. Castor is the *Drawer*, Arthur Murray is the *Drawee*, or *Acceptor*, and Robertson & Co. are the *Payees*.

When any person holding a bill wishes to dispose of it, and to obtain the money before it is due, he indorses the bill, by writing his signature across the back of it, and thus renders himself responsible for its payment. When the holder merely writes his name, the indorsement is termed a *blank* or *general* indorsement, but when he names the person in whose favour he indorses it, the indorsement is termed a *special* indorsement.

When a bill is drawn "at sight," it must be paid when presented; but when it is drawn to run for a certain time, three days are allowed after the expiration of the term, before the bill is presented for payment. Thus, the two months bill, dated 5th March, would be due on the 8th May. These extra days are called *Days of grace*, and their number varies in different countries.

When a bill is drawn at a certain number of days, weeks, or months after sight, the *Acceptor* marks the *date* of his acceptance, and the term of the bill commences from that date.

When a bill is *refused* acceptance, it is taken to a notary, who notes it, and thus becomes evidence that it has been *presented for acceptance*.

In case of non-payment when it is presented for payment, which must be on the day on which it becomes due, the notary is employed to protest it as dishonoured, and a notice is sent to the drawer and each indorser, calling their attention to the fact.

Foreign Bills are usually drawn in *sets*, that is, two or more bills for the same amount are drawn at once, and forwarded to their destination by different ships, in order to prevent delays by accidents at sea, and when one of the *set* is accepted and paid, the others are valueless.

The following is one of a set to be forwarded to Paris :

For 12000 francs.

London, 3rd January, 1851.

At thirty days after sight, pay this, our *first* of exchange (second and third not paid), to the order of Mr. James Parsey, twelve thousand francs, for value received, and pass the same to account, as advised by

ROBARTS & Co.

To Messrs. Loyer & Co.,
Paris.

ACCOUNTS CURRENT.

An Account Current is a running Dr and Cr account between two parties. The party keeping the account enters on the Dr side the sums he pays for account of the party for whom it is kept, and on the Cr side the sums he receives. Interest is charged on all sums paid, and allowed on all sums received. In calculating the interest, it is usual to avoid fractional parts of a pound in the principal, by considering anything less than ten shillings as nought, and anything greater than ten shillings as one pound.

When the account is balanced, the balance is carried to the General Account in the Ledger.

Dr

Messrs. Fairlam & Sons, of New York, in Account Current with Howard & Loveland. Cr																		
				Days	Interest.						Days	Interest.						
1851.					£.	s.	d.						£.	s.	d.			
Mar. 4	4000	3	10	To Invoice of 14 bales goods, F. & S., 1 a 14, per Swiftsure	302	165	9	7	1851.	April 4	2000	0	0	By our Drafts on you of 1st Jan. at 3 mos.	271	74	4	11
20	1050	0	0	To your bills of Jan. 17, at 2 months ..	286	41	2	9	June 7	1069	14	7	By your Invoice of 24 bales Cotton and 60 bags Pepper, per Aurora ..	207	30	6	10	
May 10	840	0	0	To our remittances of 7th Feb. at 3 mos.	235	27	0	10	Aug. 19	1080	0	0	By your remittances 16th May, at 3 mos.	134	19	16	6	
Dec. 31	109	4	11	Balance of Interest.					Dec. 31	..			By Balance of Interest to your debit	..	109	4	11	
					233	13	2			1849	14	2	Balance, carried to your debit in General Account.		233	13	2	
	5999	8	9							5999	8	9						

* The number of days is computed from the time when the money is paid or received to the end of the year.

THE STOCKS or PUBLIC FUNDS.

It sometimes happens that the exigencies of the State demand a larger supply of money than can be obtained by the ordinary process of taxation ; and on such occasions the *Government* finds it expedient to borrow money from the *people* of the country. The most usual way of effecting this is by selling to the public a certain amount of *Stock*. Suppose, for instance, that the reader possesses the sum of ninety-seven pounds in cash, and that he is willing to lend it to the Government ; he goes to any respectable Stock-broker in the city and requests him to buy him One hundred pounds *Stock* in the 3 per cent. Consols. Suppose also that the price of that species of Stock on that day is £96 $\frac{7}{8}$. The broker will make the purchase, and, charging him £ $\frac{1}{8}$ for commission, will hand him a receipt from the Stock-jobber or the person who possessed the One hundred pounds Stock before it was *transferred* to the reader. The transaction is recorded in the Account Books of that particular Stock, kept by the Government in the Bank of England. The reader is then a *Fund-holder* or proprietor of Government Stock to the amount of £100, and is entitled to a *dividend* of £1. 10s. every half-year, until he chooses to withdraw his money from the hands of the Government, which may be done by again employing the Stock-broker to sell the £100 Stock, which he will do at the market price of that Stock on that day, charging the reader, as before, £ $\frac{1}{8}$ for commission.

The price of Stock fluctuates continually, but this fluctuation does not affect the nature of the security.

There are various Government Stocks besides the one above named ; such as 3 per cent. Reduced Annuities, New 3 $\frac{1}{4}$ per cents., Terminable Annuities, &c.

The money, borrowed by the State from the people, on all

the various Public Stocks or Funds, constitutes the *National Debt*.

That portion of the Public Securities, whose interest or *dividend* is paid out of the public taxes, constitutes the *Funded Debt*. The temporary loans, raised by the issue of such securities as Exchequer Bills, &c., constitute the *Unfunded Debt*.

CONCISE MODES OF CALCULATION, &c.

SIGNS.

- = equal. The sign of equality.
- + *plus*, more. The sign of Addition, as $5 + 3 = 8$.
- *minus*, less. The sign of Subtraction, as $5 - 2 = 3$.
- × *multiplied by*. The sign of Multiplication, as $4 \times 3 = 12$.
- ÷ *divided by*. The sign of Division, as $14 \div 2$ or $\frac{14}{2} = 7$.
- : *is to*, :: *so is or as*. Signs of Proportion, as $2 : 5 :: 6 : 15$.
- ∴ *therefore*.
- ∵ *since or because*.
- ? *how many*.

ADDITION.

To prove Addition.—After adding the whole upwards, or from bottom to top, cut off the top line, and add the rest downwards, then add the result of the second addition to the top line.

REDUCTION.

- To reduce Guineas to Pounds. Add $\frac{1}{20}$ of the given number.
- Pounds to Guineas. Subtract $\frac{1}{20}$.
- Crowns to Dollars, 4/6 each. Add $\frac{1}{3}$.
- English Ells to Yards. Add $\frac{1}{4}$.
- Yards to English Ells. Subtract $\frac{1}{4}$.

PROPORTION.

If possible, divide the 1st and 2nd, or 1st and 3rd terms, by a common divisor.

Example 1.

24	:	4590	::	60
2				5
1		2295		
		5		
		11475		

Here, 24 and 60 are divided by 12; then 2 and 4590 are divided by 2.

This plan frequently saves much labour.

Never reduce the 1st and 2nd to the *lowest* name if you can avoid it.

Example 2.

£.	s.	d.	:	£.	s.	::	yds.
1	7	6		400	10		4
8				8			
11				3204			
				4			
				11	12816		
					1165	½	yds.

Here, the 1st and 2nd are reduced to half-crowns, the 7s. 6d. being 3, and the 10s. 4 half-crowns.

Example 3.

£.	s.	:	£.	s.	::	pieces
2	10		48	15		110
4			4			
10			195			11
1			11			
			2145			pieces

Here, the 1st and 2nd are reduced to crowns, the 10s. being 2, and the 15s. 3 crowns.

Example 4.

£.	:	£.	s.	d.	::	yds.
5		24	13	4		300
3		3				20
15		74				
1		20				
		1480				yards.

Here, the 1st and 2nd are reduced to *thirds* of a pound, the 13s. 4d. being 2 thirds.

This plan will apply to other denominations, as feet and inches, &c., and also to fractional parts.

PRACTICE.

When the price is

15s. subtract $\frac{1}{2}$ of the quantity.	The results are pounds.	13s. 4d. subtract $\frac{1}{2}$ of the quantity.
16s. " $\frac{1}{2}$ "		16s. 8d. " $\frac{1}{2}$ "
18s. " $\frac{1}{10}$ "		17s. 6d. " $\frac{1}{2}$ "
19s. " $\frac{1}{20}$ "		21s. 8d. add $\frac{1}{10}$ "
21s. add $\frac{1}{20}$ "		22s. 6d. " $\frac{1}{2}$ "
22s. " $\frac{1}{10}$ "		23s. 4d. " $\frac{1}{2}$ "
24s. " $\frac{1}{2}$ "		26s. 8d. " $\frac{1}{2}$ "
25s. " $\frac{1}{4}$ "		
30s. " $\frac{1}{2}$ "		

Generally, if the price be any large *even* number of shillings, multiply by half of it, doubling the first figure on the right for shillings; the rest are pounds.

SIMPLE INTEREST.

5 per cent. $\pounds 5 = \frac{1}{20}$ of $\pounds 100$.

For days. Multiply by the days, and divide by 7300.

Months.	Year.	Years.	Years.
For 6 or $\frac{1}{2}$ take $\frac{1}{20}$		For 2 take $\frac{1}{10}$	For 10 take $\frac{1}{2}$
4 or $\frac{2}{5}$ " $\frac{2}{5}$		3 " $\frac{3}{10}$	12 " $\frac{2}{5}$
3 or $\frac{3}{10}$ " $\frac{3}{10}$		4 " $\frac{2}{5}$	14 " $\frac{7}{10}$
2 or $\frac{1}{5}$ " $\frac{1}{5}$		5 " $\frac{1}{2}$	15 " $\frac{3}{4}$
For 1 month. Divide by 20 and 12		6 " $\frac{3}{10}$	16 " $\frac{4}{5}$
For 5 months. Divide by 4 and 12		8 " $\frac{4}{5}$	

Generally, for any number of years. Multiply by the years, and divide by 20.

4 per cent. Subtract $\frac{1}{5}$ of the given sum from that sum.

6 per cent. Say 5 is $\frac{1}{20}$ } and proceed as in Practice, adding the
1 is $\frac{1}{20}$ } two quotients together.

3 per cent. Say $2\frac{1}{2}$ is $\frac{1}{10}$ } and proceed as in Practice.
 $\frac{1}{2}$ is $\frac{1}{20}$ }

$2\frac{1}{2}$ per cent. Say $2\frac{1}{2}$ is $\frac{1}{10}$, or divide by 4 and 10.

2 per cent. Say 2 is $\frac{1}{10}$, or divide by 5 and 10.

Generally, we may divide by aliquot parts as in Practice, *beginning with the aliquot part of 100.*

DOZENS OF ARTICLES.

The price of *one* article being given ; to find the price of any number of *dozens*.

Reduce the price to *pence* and call them *shillings*. Multiply by the number of dozens.

Example 1. 11 dozen pairs of gloves, at 2s. 5d. per pair.

$$2s. 5d. = 29d. \quad 29s. \times 11 = 319s. = £15. 19s.$$

Example 2. 9 dozen knives, at $4\frac{3}{4}d.$ each.

$$4\frac{3}{4}s. = 4s. 9d. \quad 4s. 9d. \times 9 = £2. 2s. 9d.$$

Example 3. A dozen shirts being worth £3. 3s. 6d. what is the value of one ?

$$£3. 3s. 6d. = 63\frac{1}{2}s. \quad 63\frac{1}{2}d. = 5s. 3\frac{1}{2}d.$$

SCORES OF ARTICLES.

The price of *one* article being given, to find the price of any number of scores.

Reduce the price to *shillings*, and call them *pounds*. Multiply by the number of scores.

$$1 \text{ ream} = 20 \text{ quires.}$$

Example 1. 20 reams paper, at 2s. 3d. per quire.

$$2s. 3d. = 2\frac{1}{4}s. \quad £2\frac{1}{4} = £2. 5s. \quad £2. 5s. \times 20 = £45.$$

Example 2. 6 scores at £1. 3s. 7d. each article.

$$£1. 3s. 7d. = 23\frac{7}{12}s. \quad £23\frac{7}{12} = £23. 11s. 8d.$$

$$£23. 11s. 8d. \times 6 = £141. 10s.$$

The fraction $\frac{7}{12}$ is managed thus, $£\frac{7}{12} = 1s. 8d.$

$$\therefore \frac{7}{12} = 7 \text{ times } 1s. 8d. = 11. 8d.$$

Example 3. The price of a score being £25. 12s. 6d., find the price of one article.

$$£25. 12s. 6d. = £25\frac{1}{2}. \quad 25\frac{1}{2}s. = £1. 5s. 7\frac{1}{2}d.$$

The fraction $\frac{1}{2}$ is managed thus, $\frac{1}{2}s. = 1\frac{1}{2}d.$

$$\therefore \frac{1}{2} = 5 \text{ times } 1\frac{1}{2}d. = 7\frac{1}{2}d.$$

HUNDRED-WEIGHTS.

The price of 1 lb being given, to find the price of any number of *cwts*.

Take as many times 9s. 4d. as there are pence in the price. Multiply by the number of *cwts*.

Example. 11 *cwt.* at $7\frac{1}{4}$ d. per lb.

$$\begin{array}{r}
 \text{s.} \quad \text{d.} \\
 9 \quad 4 \\
 7\frac{1}{4} \\
 \hline
 3 \quad 5 \quad 4 \\
 2 \quad 4 \\
 \hline
 3 \quad 7 \quad 8 \\
 11 \\
 \hline
 37 \quad 4 \quad 4
 \end{array}$$

1 *cwt.* = 112lb, and if the price were 1d. per lb, the price of a *cwt.* would be 112d. or 9s. 4d.; hence, when the price is a certain number of pence, we multiply 9s. 4d. by that number.

The price of 1 *cwt.* being given, to find the price of 1 lb.

Reduce the price to shillings, take $\frac{1}{4}$ of them, and call them farthings. Or, when the price is large, or consists of pounds, shillings, and pence, divide it by 4, 4, and 7.

Example 1. Find the price of a lb at £4. 11s. per *cwt.*

$$\begin{array}{r}
 \text{s.} \\
 91 \\
 3 \\
 \hline
 7 \overline{)273}
 \end{array}$$

39 far. = $9\frac{3}{4}$ d.

If we were to multiply the shillings by 48, they would be reduced to farthings, and these divided by 112 would give the answer. Now, $\frac{48}{112} = \frac{3}{7}$; hence the rule.

Example 2. Find the price of a lb at £4. 7s. per *cwt.*

$$\begin{array}{r}
 87 \\
 3 \\
 \hline
 7 \overline{)261}
 \end{array}$$

$37\frac{3}{4}$ f. = $9\frac{1}{4}$ d. $\frac{3}{4}$ f.

Example 3. Find the price of a lb, at £37. 6s. 8d. per *cwt.*

$$\begin{array}{r}
 \text{£.} \quad \text{s.} \quad \text{d.} \\
 4 \overline{)37} \quad 6 \quad 8 \\
 4 \overline{)9} \quad 6 \quad 8 \\
 7 \overline{)2} \quad 6 \quad 8 \\
 \hline
 6 \quad 8\text{d.}
 \end{array}$$

We divide by 4, 4, and 7, because $4 \times 4 \times 7 = 112$, the number of lbs. in 1 *cwt.*

The price of *one* being given, to find the price of a *gross*.

Reduce the price to *pence*, take $\frac{2}{3}$ of them and call them *pounds*, add 3 shillings for each odd farthing.

1 gross = 144 articles.

Example. 1 gross at 5s. $4\frac{3}{4}$ d. each article.

$$\begin{array}{r} 64 \\ 3 \\ \hline 5 \overline{)192} \\ 38 \quad 8 \\ 9 \\ \hline \pounds 38 \quad 17s. \end{array}$$

If we were to multiply the pence by 144, and divide by 240, the result would be pounds; but $\frac{1}{2} \frac{44}{8} = \frac{11}{2}$; again, if we multiplied the farthings by 144 and divided by 48, the result would be shillings, but $\frac{1}{4} \frac{48}{8} = 3$; hence the rule.

The price of *one* being given, to find the price of 100.

If Shillings only. Multiply them by 5 and call them pounds.

Pence ,, Multiply by $\frac{5}{12}$ and call them pounds.

Pence and } Take as many pence, and twice as many
farthings. } shillings, as there are farthings, and
add them together.

Example 1. 100 articles at 19s.

$$19 \times 5 = \pounds 95.$$

Example 2. 100 articles at 2s. 7d.

$$\begin{array}{r} 31 \\ 5 \\ \hline 12 \overline{)155} \\ \pounds 12 \quad 18 \quad 4d. \end{array}$$

If we were to multiply the shillings by 100 and divide by 20, we should have the answer in pounds; but $\frac{1}{2} \frac{90}{8} = 5$; hence the first two parts of the rule.

Example 3. 100 articles at $11\frac{1}{4}$ d.

$$\begin{array}{r} 45d. = \quad 3s. \quad 9d. \\ 90s. = \pounds 4 \quad 10 \quad 0 \\ \hline \pounds 4 \quad 13 \quad 9d. \end{array}$$

If we were to multiply the farthings by 100, and divide by 4, which is the same as to multiply by 25, we should have 25 pence repeated as many times as there

were farthings in the given price; but $25d. = 2s. \quad 1d.$, \therefore we should have twice as many shillings and once as many pence as there were farthings in the given price; hence the last part of the rule.

The price of *one* being given, to find the price of 1000.

Take as many pounds and as many francs as there are farthings in the given price.

$$1 \text{ franc} = 10\text{d.}$$

Example 1. 1000 articles at $5\frac{3}{4}\text{d.}$ each.

$$\begin{array}{r} \text{For 23 far. take } £23 \\ \text{and 23 francs} = \quad 19 \quad 2\text{d.} \\ \hline £23 \quad 19 \quad 2 \end{array}$$

If we were to multiply the farthings by 1000 and divide by 4, which is the same thing as to multiply by 250, we should have 250 pence repeated as many times as there were farthings in the given price; but $250\text{d.} = 240\text{d.} + 10\text{d.} = £1 + 1 \text{ franc}$; \therefore we should have as many pounds and as many francs as there were farthings in the given price; hence the rule.

Example 2. 1000 articles at $1\text{s. } 4\frac{1}{4}\text{d.}$ each.

$$\begin{array}{r} \text{For 65 far. take } £65 \\ \text{and 65 francs} = \quad 2 \quad 14 \quad 2 \\ \hline £67 \quad 14 \quad 2 \end{array}$$

The price of *one* being given, to find the price of 1200.

Take as many pounds and as many crowns as there are farthings in the given price.

Example 1. 1200 articles at $8\frac{1}{2}\text{d.}$

$$\begin{array}{r} \text{For 34 far. take } £34 \\ \text{and 34 crowns} = \quad 8 \quad 10 \\ \hline £42 \quad 10 \end{array}$$

If we were to multiply the farthings by 1200, and divide by 48, which is the same thing as to multiply by 25, we should have 25 shillings repeated as many times as there were farthings in the given price; but $25\text{s.} = £1 + 1 \text{ crown}$; \therefore we should have as many pounds and as many crowns as there were farthings in the given price; hence the rule.

Example 2. 1200 articles at $14\frac{3}{4}\text{d.}$ each.

$$\begin{array}{r} \text{For 59 far. take } £59 \\ \text{and 59 crowns} = \quad 14 \quad 15 \\ \hline £73 \quad 15 \end{array}$$

The sum received or paid in *one* week being given, to find the sum received or paid in 52 weeks.

Take twice as many pounds and twelve times as many

shillings as there are shillings. Or multiply 52 by half the number of shillings, doubling the first figure on the right for shillings, the rest are pounds.

Example. A man earns 32s. per week, what is his annual income?

$$\begin{array}{r}
 \text{£.} \\
 64 \\
 384\text{s.} = 19 \quad 4 \\
 \hline
 \text{£}83 \quad 4
 \end{array}
 \quad \text{or} \quad
 \begin{array}{r}
 52 \\
 16 \\
 \hline
 \text{£}83 \quad 4
 \end{array}$$

52s. = £2. 12s., hence the 1st rule ;
the 2nd is the same thing as to
multiply by the number of shillings
and divide by 20, for in effect we
multiply by half the shillings and
divide by 10.

The sum received or paid in *one* day being given, to find the sum received or paid in 366 days.

Take as many pounds and half as many guineas as there are pence.

Example. If the daily expense be 17d., what is the annual expense for leap year, and for any other year?

$$\begin{array}{r}
 \text{£.} \\
 17 \\
 \text{Half 17 guineas} = 8 \quad 18 \quad 6 \\
 \hline
 \text{£}25 \quad 18 \quad 6 \text{ for Leap year.} \\
 \text{Subtract a day's expense} \quad 1 \quad 5 \\
 \hline
 25 \quad 17 \quad 1 \text{ for any other year.}
 \end{array}$$

366d. = 240d. + 126d. = £1 + $\frac{1}{2}$ guinea ; hence the rule.

THE CHAIN RULE, or RULE OF EQUATION.

This rule is of very extensive use in mercantile calculations. It is used to a great extent on the continent on account of its extreme simplicity, and its almost universal application. The commercial student is earnestly recommended, for his own advantage, to make himself master of it. It will be best explained by taking a few simple examples.

Example 1. If 12lb of Sugar cost 8s., how many cwts. can I buy for £120?

Begin by asking *the* question thus—

? cwts. = £120	Here we have a series of equations, forming
£1 = 20s.	a <i>chain</i> linked together from right to left,
8s. = 12 lb	thus £120 with £1, 20s. with 8s., 1lb with
28 lb = 1 qr.	28lb 1qr. with 4 qrs.; and the first term
4 qrs. = 1 cwt.	on the left, and last on the right, are identical in name.

We now proceed to cancel, that is, to divide as many *pairs of numbers* as we can, taking one on the left and one on the right, by any *common divisor*.

The 4 on the left and the 20 on the right are divisible by 4,

8	120	8,
28	12	4.

After performing these divisions the chain stands thus

? cwt. = 15	The usual way is to draw the pen through
1 = 5	the numbers cancelled, writing the
1 = 3	quotients in their stead by the side of
7 = 1 cwt.	them.

We now multiply the remaining quotients, standing on the right, together for a *dividend*, and those on the left for a *divisor*, thus

$$\frac{15 \times 5 \times 3}{7} = \frac{225}{7} = 32 \text{ cwt. } 0 \text{ qr. } 16 \text{ lb.} \quad \text{Ans.}$$

Example 2. How much Stock in the 3 per cent. Consols can be bought for £1300, when the price is $97\frac{3}{8}$, and the commission to the Stock-broker $\frac{1}{8}$ per cent.

Here $97\frac{3}{8} + \frac{1}{8} = 97\frac{1}{2} = 195$ half pounds = entire cost of £100 stock.

? £ stock	=	£1300 money
£1	=	2 half pounds
195 half £	=	£100 stock.

Here 195 and 1300 are both divisible by 5

39 and 260 13.

After which cancelling, we have $\frac{20 \times 2 \times 100}{3} = \frac{4000}{3} = £1333. 6s. 8d.$

Example 3. If a tradesman gains 4s. 6d. on an article which cost him £2. 14s., what is his gain per cent.?

? £ gained by £100 laid out.

£1 = 20s.

54s. gains 9 sixpences

40 sixpences = £1.

The 54 and 9 are both divisible by 9.

40 and 20 20.

After which, $\frac{100}{6 \times 2} = £8\frac{1}{3}$ gain per cent.

It is not always necessary to cancel to the fullest possible extent, the object being to make the ultimate divisor a small number.

After which the only number remaining is 35, and since it stands on the right, the answer is 35lb.

If the 35lb had stood on the left, the answer would have been $\frac{1}{35}$ lb, for when a number is said to be cancelled, it is not to be understood as converted into 0, but into 1.

Example 4. Suppose the direct Exchange between Amsterdam and Paris to be 51 Flemish pence for 3 francs, and that a Paris merchant remits to his agent at Amsterdam 13000 francs, sending them first to London at 24 francs per £ sterling, thence to Rome at 65d. per crown, thence to Venice at 100 crowns for 145 ducats, thence to Leghorn at 105 ducats for 100 pezze, and thence to Amsterdam at 84 Flemish pence per pezza; how many guilders will the merchant gain by sending circularly instead of direct?

? guilders	=	13000 francs	} Cancelling as in the preceding examples, we have $29 \times 200 = 5800$ guilders by the circular exchange.
24 francs	=	240d. sterling	
65d. sterling	=	1 crown	
100 crowns	=	145 ducats	
105 ducats	=	100 pezze	
1 pezza	=	84d. Flemish	
40d. Flemish	=	1 guilder.	

Again ? guilders	= 13000 francs	}	Cancelling we have $\frac{1300 \times 17}{4} = 5525$ guilders by the direct exchange.
3 francs	= 51d. Flemish		
40d. Flemish	= 1 guilder		

$\therefore 5800 - 5525 = 275$ guilders gained by the merchant by the circular exchange.

If, in a transaction of this nature, any commission be charged, it should be subtracted from the number on the right, before that number be set down.

In negotiating Bills of Exchange it is of course advisable to draw upon the place where the course of Exchange is lower than the proportional or arbitrated price, and to remit to the place where it is higher than the arbitrated price, which is such a rate of Exchange between two places as is proportional to the rates between each of them and a third place.

To explain the principle of the chain rule.

Let A, B, C , &c. represent several denominations of money, and a, b, c , &c. the quantities of each.

Also let x times the last = y times the first denomination,
that is $x C = y A$

And let $a A = b B$
 $c B = d C$

Then $x C \times a A \times c B = y A \times b B \times d C$
or $a c x = b d y$

$\therefore x = \frac{b d y}{a c}$ = the number of the last denomination,

and $y = \frac{a c x}{b d}$ = the number of the first denomination.

The student may form for himself a great variety of useful exercises in the chain rule, by applying it to Arbitration of Exchange, and other commercial rules of arithmetic.



